

St. JME Youth Director/Administrator

This is a part-time, salaried position. The overall time commitment will average 20 hours per week, with the expectation that some weeks will be considerably less, and some weeks will be more. There is significant flexibility with regard to schedule; Sundays will always be part of the work.

This position has 2 facets, Youth Director, and Administrator:

For the **Youth Director's** duties, the expectation is for participation in Sunday worship; regular meetings, usually on Sunday, with the youth group, at a schedule that is optimal for all involved; helping to identify and create monthly service/team building activities such as food pantries, animal shelters, feeding programs, etc., along with group-building activities and trips. The idea is to focus on service, and sprinkle it with fun such as outings to a waterpark, Coney Island, apple picking, etc.

For the **Administrator** duties, the expectation is for 2, 4-hour days in the office weekly. Duties will involve helping to create worship bulletins and newsletters; monitoring and posting on the website and Facebook; managing and updating the membership database (baptisms, weddings, deaths, etc.); ordering office supplies, Sunday school materials, worship material, etc., as needed; sorting mail.

St. JME welcomes and encourages candidates of all backgrounds. An ideal candidate will have a strong background in church youth activities, relevant coursework at the college/university/seminary level, an ability to talk about your faith in a manner that engages teenagers, and a core conviction that God's love is for all people regardless of gender, ethnicity, social class, sexual self-understanding, ability, or any other category of diversity. They will have word processing skills and knowledge of social media strategies. Salary is commensurate with experience, with a starting range of ± \$25,000 annually.

Please direct inquiries to:

Pastor David Parsons

stjmemail@gmail.com