

YOUTH MINISTRY ASSISTANT



PART TIME POSITION
REPORTS TO YOUTH PASTOR

MINISTRY OVERVIEW

Lighthouse is the Youth ministry at Austin Chinese Church serving 6th to 12th grade students. We draw students from the Mandarin, English and Cantonese congregations. We're named Lighthouse to shepherd and grow students into men and women who shine the Gospel into their spheres of influence.

POSITION OVERVIEW

The Youth Ministry Assistant (YMA) is a part-time role in our Family Ministry, reporting to the Youth Pastor. For this role, you'll need to live in or near Austin, TX and be willing to work at our church 2-3 days per week. Hours for this position will be spread out needing to be performed during weekday business hours, Friday evenings, weekend meetings, Sunday mornings, and occasionally during ministry activities. The YMA must regularly worship at ACC and either is or is willing to become a member of ACC.

MISSION

The mission of the Youth Ministry Assistant is to track all of the administrative details, develop ministry relationships, anticipate the needs of the youth ministry, and give the Youth Pastor margin to develop ministry vision, relationships, strategy, and curriculum. A successful YMA needs to be growing in Christ, possessing a love and passion for students along with strong organization, communication, and interpersonal skills.

The YMA will be a key asset to Lighthouse by anticipating the needs of the youth ministry and knowing the pulse of the ministry by regularly attending on Fridays and Sundays, ideally serving as a counselor. While there will be some repetitive tasks, the tasks assigned can vary from week to week based on the Youth Pastor's needs and the needs of Lighthouse. A key responsibility of the YMA is to ensure that the ministry tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, and positivity in order to support Lighthouse.

RESPONSIBILITIES

The Youth Ministry Assistant will have the following primary responsibilities:

- Assist the Youth Pastor in strategizing, evaluating, planning and conducting regular Youth ministry programs through regularly scheduled meetings.
- Teaches and co-develops youth ministry curriculum. Ideally invests in students by leading a small group as a Lighthouse and/or SMT counselor.

- Email management for multiple email inboxes. Communicates with students, parents and counselors. Serve as a liaison to other ministries and external agencies.
- Meeting management including preparing agendas, taking notes, distributing action items, and conducting follow up.
- Calendar and facility management and scheduling on behalf of the Youth Pastor, counselors, and students.
- Coordinate Youth ministry purchasing needs and running errands.
- Handle funds, process expenses, and track expense reports from ministry activities.
- Proficiency in the following technology platforms is ideal: Google Suite, Microsoft Office, Asana, Zoom, Facebook, Instagram, Canva, Planning Center, and Evernote.

PROFICIENCIES

Ministry Knowledge: The YMA needs to have a high attention to detail and accuracy, using their experience with Youth ministry to support the Youth Pastor, counselors, and students with the necessary resources.

Quality Communication: The YMA needs to be a strong communicator in both written and oral form. English proficiency is required, while Mandarin and/or Cantonese is an asset. The YMA needs to be able to take in a large amount of information and summarize it quickly in written and oral forms. The YMA needs to be able to track and respond to communication across multiple channels (emails, texts, Zoom, etc.) without losing details.

High Level of Discretion: Since the YMA will regularly work with confidential information, discretion and sensitivity is a must. In addition to working directly with the Youth Pastor, the YMA will also collaborate with the pastoral staff and other Assistants from other congregations/ministries. The YMA will need to be able to collaborate and communicate well with these team members, maintaining a solution oriented, self-initiating spirit without complaining or gossiping.

Anticipating Needs: The YMA strives to anticipate needs and eliminate friction for the Youth Pastor whenever possible. This means knowing how to stay ahead of the Youth Pastor by deeply understanding the rhythm of the youth ministry so the Youth Pastor can focus on the youth ministry vision, relationships, strategy, and curriculum.

REQUIREMENTS

Education: High school diploma, required.

Job type: Part-time, 20 hours.

Physical: Ability to bend, reach, and lift boxes and supplies up to 30 lbs.

Background check: required prior to hiring.