

Windsor Village Church
Job Description

Job Title: Coordinator, Young Adults
Reports To: Congregational, Comfort and Care Team Leader
FLSA Status: Exempt – Part-Time
Team: Congregational, Comfort and Care
Pay Range:

A. General Summary and Purpose:

Responsible for planning, implementing and evaluating a comprehensive targeted program towards college students and the 19 to 34 years old demographics, with the goal of creating a community of young adults who do life and ministry together.

B. Responsibilities/Major Job Duties:

- Work through the Team Leader and Council on Ministries to plan, program, and evaluate a comprehensive Christian community program for young adults, addressing the needs of young adults' demographics represented at Windsor - to include college students, young single adults, young single parents, young married couples, and young married parents.
- Work through the Team Leader and Christian Education department to plan, conduct and evaluate a comprehensive Christian education experience. Assist in selecting books, reference, and resource materials for Christian education opportunities and in adapting content to meet the needs of the young adults.
- Develop small group discipleship opportunities for the young adults' demographics represented at Windsor. Focus on offerings that encourage spiritual growth, engaging fellowship and community service for representative demographic groups.
- Develop a coaching and support ministry directed toward college students and young adult needs and issues.
- Organize and administer a comprehensive outreach program directed toward college students (i.e., campus community), and young adults.
- Plan, promote and evaluate fellowship/social activities and retreats which provide for and meet needs of college students and young adults.
- Select, enlist, and train volunteer leaders to work with college ministries and young adults.
- Assist with the preparation of an annual ministry program budget for approval; administer the approved budget funds effectively.
- Serve as a member of the Council on Ministries.
- Keep regular office hours as agreed with the Team Leader.
- Other duties as assigned.

C. Knowledge Required and Personal Qualifications:

- Bachelor's degree preferred.
- Minimum five years mid-level management experience or a minimum of two years of leadership in Christian ministry.
- Experience in budgetary, human resource, strategic ministry, and project management preferred.
- Computer and Microsoft Office product skills commensurate with job responsibilities.
- Excellent oral and written communication skills are necessary.
- Bible knowledge, bible study and group presentation skills are mandatory.

D. Contacts Within and Outside of WVUMC:

Daily contact with church staff and management, volunteers and external entities.

E. Keys to Success:

Ability to adapt readily to change, be flexible, a self-starter. Must be able to analyze information, make decisions and problem solve. Must have exceptional human relational skills for staff, management, member and community interaction.

F. Work Schedule:

The basic work week is 20-hours, however, the time necessary to complete required objectives is expected. Must be able to work irregular hours to accomplish assigned responsibilities.

G. Supervision Exercised:

This position will involve direct supervision of all volunteers attached to the work areas mentioned in Section A above.

H. Work Environment:

The responsibilities of this position will be carried out mostly in a normal office environment with acceptable lighting, temperature and air conditions. Ministry will take place on all WVC campuses and throughout the greater Houston area. Some out of town travel may be required for training and to visit other mega and post-modern campuses.

I. Physical Effort:

This position is physically comfortable but often requires lifting of training and ministry materials, audio-visual equipment, props, signs, and other communication aids. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send your resume and cover letter to hr@wvumc.com or mail to:

6011 W. Orem Dr.
Attn: Human Resources
Houston, TX 77085