



THE WINDSOR VILLAGE CHURCH FAMILY

Windsor Village Church Job Description

Job Title: Young Adults Coordinator
Reports To: Team Leader, Family Ministry
FLSA Status: Exempt – Part-Time
Schedule: Hybrid
Team: Family Ministry
Pay Range: Commensurate with experience

A. General Summary and Purpose:

Responsible for planning, implementing, and evaluating a comprehensive program targeted at college students and young adults aged 19 to 34, to create a community where they can engage in life and ministry together.

B. Responsibilities/Major Job Duties:

- Collaborate with the Team Leader and the Council on Ministry to develop, implement, and assess a comprehensive Christian community program for young adults. This program should address the diverse needs of the young adult demographics represented at Windsor, including college students, young single adults, young single parents, young married couples, and young married parents.
- Collaborate with the Team Leader and the Christian Education department to plan, conduct, and evaluate a comprehensive Christian education experience. Assist in selecting books, Bible references, and resource materials for Christian education opportunities, and adapt the content to meet the needs of young adults.
- Develop Bible study opportunities and 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.
- Establish a coaching and support ministry focused on the needs and issues of college students and young adults.
- Organize and administer a comprehensive outreach program directed toward college students (i.e., campus community) and young adults.
- Plan, promote, and evaluate fellowship and social activities, including retreats, to address the needs of college students and young adults.
- Select, enlist, and train volunteer leaders to work with college ministries and young adults.

- Assist in preparing an annual ministry program budget for approval and effectively administer the approved funds.
- Serve as a member of the Council on Ministry.
- 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 solve problems. Must have exceptional human relational skills for staff, management, members, and community interaction.

F. Work Schedule:

The basic work week is 20 hours; however, the time necessary to complete the required objectives are expected. Must be able to work evenings, weekends, and 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 conducted mostly in a normal office environment with acceptable lighting, temperature, and air conditioning. Ministry will happen on the WVC campus and throughout the greater Houston area.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

J. Other Duties

Please note that this job description is not intended to provide a complete list of activities, duties, or responsibilities associated with this position. Duties, responsibilities, and activities may change at any time, with or without prior notice.

Interested candidates:

- Please send your resume and cover letter to hr@wvumc.com
- All submissions must list **Young Adult Coordinator** in the subject line
- All submissions **must list salary expectations**