

Job Description: Youth Ministry Coordinator

This position is offered as a part-time or full-time position.

Expected annual salary range for a full-time position is: \$54,000 - 58,000

PURPOSE

To work with the Associate Pastor in Youth & Children Ministry to develop the Youth Ministry of Koinonia Evangelical Church.

RESPONSIBILITIES

The primary responsibility of the Youth Ministry Coordinator is to collaborate with the Associate Pastor to assist in the development of the youth ministry. Tasks will include but not be limited to:

- Coordinate youth ministry administrative tasks
- Support servant recruitment, scheduling and preparations
- Support Sunday worship program preparation, briefing and debriefing and follow up on action items
- Support high school and college small group programs
- Support outreach, outings, camps and retreats activities
- Meet regularly with the staff team and team leaders to provide support for ministry development
- Collaborate with other ministry teams
- Support annual budget and expense management

QUALIFICATION

- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate the character of Christ-likeness; desire continuous spiritual growth

- Completed an undergraduate degree (or 3rd-year college student) and has at least two years of relevant experience in the youth ministry
- Self-motivated, good time management and administrative abilities, and attention to detail
- Proficiency in the use of MS Office software, Google applications, and cloud services required
- A good communicator, a strong team worker with good people skills and competent conflict resolution experience
- Willing to submit and follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Work on Saturday and evening as needed
- Experience in volunteer management is an asset
- Experience in youth ministry curriculum planning is an asset
- Fluency in written and spoken English (Spoken Cantonese is an asset but not required)
- Current First Aid certification is preferred but not required
- A criminal record check is required

All interested candidates can submit a resume and cover letter indicating how they meet the qualifications of the position to:

KEC Executive Team
Email: recruit@koinoniachurch.ca

Please quote the job title in the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.