



Ministry Assistant for Youth and Family Ministry Job Description

Job Description:

The role of the Ministry Associate for Youth and Family Ministry is to assist the Youth Director/Pastor in implementing Youth and Family Ministry (YFM) programs, equipping and nurturing the Youth Committee and ministry teams, and providing administrative support for YFM. This is a part-time (20 hours), hourly position.

Responsibilities:

- Set an example for people in speech, in life, in love, in faith and in purity, under the Spirit's power.
- Regular participation in worship and 'in the life of the church' at West Side.
- **Youth and Family Ministry:**
 - Know and be known by the youth, their families and the lay ministry teams, creating relationships that nurture spiritual growth.
 - Assist YFM Director/Pastor to call and equip members to join in the work of the committee and ministry teams.
 - Assist YFM Director/Pastor to build, train, support and affirm excellent teams of lay ministers who will vibrantly engage youth and parents in Christ-centered discipleship.
 - Assist YFM Director/Pastor to develop and implement an innovative ministry that seeks to communicate our love for God, our love for youth and strives for excellence, creativity and fun.
 - Assist YFM Director/Pastor to encourage, mentor, and support the families through activities such as but not limited to Sunday morning gatherings, weekly programs, and special events, etc.
 - Work with the YFM Director/Pastor to effectively communicate with teachers, volunteers, parents and youth using a variety of media tools (phone, website, e-mail, flyers, newsletters, social media etc.)
 - Participate in YFM leadership meetings.
 - Participate in West Side Church 'All-Staff' meetings.
 - Other duties as assigned by and agreed upon with the YFM Director/Pastor.

Position Reports to: YFM Director/Pastor

Minimum Requirements:

- Will require some weekend and evening work
- College education is encouraged, but not required.
- Candidate should have experience in administration. Previous work with teenagers is encouraged, but not required.
- Must have a heart for teenagers, and be willing to grow and step into new situations.
- Must be able to support the ECO tenets.
- Candidate should have working knowledge of modern technology, including but not limited to:
 - Microsoft office products
 - Cloud based software/programs
 - Databases
 - Social media platforms

To apply, please send resume and cover letter to Ben Downey at bdowney@westside1.org.