

YOUTH MINISTRY ASSISTANT DIRECTOR (FULL-TIME)

The Falls Church Anglican (TFCA) is seeking a full-time Youth Ministry Assistant Director to assist Youth Ministry Director with planning and operations of TFCA's High School Youth Ministry with the aim of bringing High School young people to faith in Jesus Christ and into growth and service as believers. Recruit, develop, and direct team of adult volunteer leaders to be effective and accountable in Youth Ministry with High School students. Assist in supervision of the Fellow(s) assigned to the Youth Ministry. Work directly in evangelism and discipleship with High School students. Lead and implement special events. Help ensure best use of resources to achieve ministry objectives. Participates in theological education and training for skills in speaking, planning, and other specific areas as determined by the Director.

Duties and Responsibilities:

Implement and Support Department's Ministry Plans

Assist Director in planning and carrying out Youth Ministry to build relationships to evangelize and disciple students. Speak, lead Bible studies, train ministry volunteers, pray with students and their parents, and manage activities. Suggest/initiate program improvements. Serve as leadership contact for interested students, parents, volunteer leaders, and others as required and maintain effective relationships and communication. Ensure plans and projects are sufficiently supported with volunteers, staff, technology, facilities, and communications. Plan and provide communication to/facilitate positive relationships with all key groups, which may include students, family members, vendors, venues, and other TFCA departments. Assist with budget tracking and financial management for Crossroads. Track ministry results and provide reports as requested by Director.

Work with Staff, Volunteers, and Participants

Ensure adequate staff and volunteers are available and assigned to projects. Help recruit, train, supervise, develop, and recognize teams of volunteers with skills needed for each role. Interact with participants of ministry activities to foster communication, relationships, and spiritual growth. Build relationships with ministry participants and deliver required services.

Special Events

Plan, deliver, and coordinate for special events. Type of events vary in purpose and frequency but include planning, scheduling vendors, ensuring event safety, defining and filling volunteer needs, communication, onsite support, event budgeting, knowing and meeting legal or organizational requirements, interacting with participants, potential travel, clean-up, and follow-up actions.

Teamwork

Participate as an active part of the Youth Ministry team under the supervision of the Director. Actively assist with ministry communication, promotion, and problem-solving.

Qualifications:

We're seeking candidates who have a strong desire to maintain the church's reputation of spirit-filled traditional and contemporary worship services. The successful candidate will have:

- 3+ years experience in professional setting, with budget and program responsibility, public speaking experience preferred
- BA in related field; combination of education and experience may be considered; some theological education preferred
- 1+ years experience volunteer management
- 1+ years experience working in a ministry (church or nonprofit) setting
- Basic office technology skills: Microsoft Office suite, database, website, spreadsheets, and social media skills Satisfactory background and reference check
- Agreement with TFCA's doctrinal position (see <https://www.tfcanglican.org/visit/what-we-believe>)

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities. Compensation depends on experience. We offer an excellent benefit package.

How to Apply : Please send a cover letter and resume to resumes@tfcanglican.org, with "Youth Ministry Assistant Director" in the subject line.