

YOUTH MINISTRY OPERATIONS COORDINATOR (FULL-TIME)

The Falls Church Anglican (TFCA) Youth Ministry is seeking an individual who is passionate about youth ministry and being an integral part of a dynamic team as the ministry seeks to disciple students into a living faith rooted in the Gospel. The Youth Ministry staff is a team of Christ followers who become like family, behold Christ, serve, support, and pray together, and further God's Kingdom.

Duties and Responsibilities:

Administration- This particularly unique position equips, manages, and supports the Youth Ministry by creating the behind-the-scenes backbone of the operation. Working closely with other departments for administrative tasks and support, the Operations Coordinator is the bridge between the Youth Ministry and other church ministries. This integral role coordinates with the Youth Ministry team to strategically, prayerfully, and creatively plan for future ministry events, trips, programs, and retreats. Management of registrations, insurance requests, scholarships, payments, communication, budgets, logistics, and transportation are the key roles this position fills when planning Youth Group, trips, programs, and retreats.

Relationships- Building relationships with students, parents, and youth leaders through effective communication, volunteer management, and logistical coordination enables this position to further support the work of the Youth Ministry. The Operations Coordinator leads a small group of students and actively engages with all students during Youth Groups, programs, trips, and retreats. This position supports leaders during Youth Family meetings and parents as they disciple students. Under the Operations Coordinator, developing a consistent parent volunteer and involvement group is critical to the operations of the Ministry.

Safety- As safety is one of the top priorities of the Ministry, the Operations Coordinator tracks and manages all background checks and safety trainings as established by TFCA and the Diocese of the Mid-Atlantic for every adult volunteer who is involved with the Ministry. This position works with all Youth Ministry staff to maintain a safe but engaging environment during Youth groups, programs, trips, and retreats. The Operations Coordinator is responsible for ensuring all proper medical and consent release paperwork is completed and submitted for students, parents, and leaders when appropriate for Youth Group, retreats, trips, and programs.

Operations- Working closely with the Director of Youth Ministry, this position assists with budget preparation, financial reports, management, and requests, communication materials and newsletters, meeting planning, ministry related database management, contract and vendor coordination, and efficient and effective office management systems. The Operations Coordinator may occasionally help the Youth Director and Associate Youth Director with managing and mentoring the interns.

Overall, the Operations Coordinator provides a pivotal role to a robust ministry while meeting the needs of the staff, other church ministry areas, students, youth volunteer leaders, and parents. Creativity, compassion, kindness, innovation, attention to detail, conscientiousness, integrity, organization, and a passion for serving and ministering to youth are key attributes for the Operations Coordinator position.

Qualifications:

Employees of The Falls Church Anglican come together to serve God, one another, our congregation, our community, and our world. As disciples of Christ, our employees steward their responsibilities with care, demonstrating the fruits of the Spirit in their daily responsibilities. We offer a workplace focused on excellence that glorifies God as we perform our.

- 3 years of professional experience in administrative, office, or operational support
- 2 years of coordination for trips, retreats, programming, or events
- 1-2 years of volunteer management or coordination
- Follow budget management guidelines and financial reporting and procedures
- Knowledge of common office software and database use
- Experience with communications and marketing
- Strong writing and editing skills
- Ability to appropriately handle confidential information
- Interact professionally with other church ministry areas
- Willing to learn and grow in the position while taking appropriate initiative with tasks
- Satisfactory background check and safety trainings required by TFCA
- Flexible schedule to work 1-2 evenings a week and occasional weekends for ministry retreats and events
- Love for young people and ability to work well with parents and other adults
- A sense of calling to students and youth workers
- Regular attendee of The Falls Church Anglican

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 Operations Coordinator" in the subject line.