

PCPC Job Description

Job Title PT/15 hours Coordinator of Young Adults (OPEN)	Job Family Coordinator	Department Spiritual Life	Ministry Area Young Adult
Reports To Director of Young Adult Ministry, John Paul Schulze	Classification Associate	Exempt Status Non-exempt	Date 10-10-2017
<p>PCPC Mission</p> <p>To extend the transforming presence of the Kingdom of our Lord Jesus Christ in Dallas and to the world.</p> <ul style="list-style-type: none"> • We long to worship God together. • We know and live the Word of God. • We pray bold and dependent prayers. • We tell stories of rescue. • We long to change the world. 			
<p>General Job Family Descriptor</p> <p>Ministry driven; heavily interfaces with membership and coordinates volunteer schedules; high level of activity and people-facilitation. Plans, directs, organizes and coordinates resources for activities, processes, projects and/or events for department/ministry area. Advanced people skills and solid data-base skills required.</p>			
<p>Purpose of Job</p> <p>General: Provide ministry coordination and female leadership for the Young Adult Ministry (ages 22-35). Assist in developing lay people to produce the desired fruit/outcomes required for next level ministry effectiveness. Assist in shepherding single young adults to encourage, teach, equip and mobilize members and staff in outreach efforts. Particular emphasis given to the shepherding and discipleship of young women. Contribute to integrated team outcomes. Perform all PCPC work for the glory of God.</p> <p>Specific to Coordinator: Primary role is Coordination with gifts/skills of organization, detail-orientation, strong communication skills (including email consolidation and communication via social media), overall team player and budget/expense support to Young Adult Ministry.</p>			
<p>Key Job Responsibilities</p> <p>A. Abide in Christ</p> <ul style="list-style-type: none"> • Dependent, abiding relationship with Christ personally expressed through the Five Statements of Identity. <p>B. Young Adult Ministry Coordination (70%)</p> <ul style="list-style-type: none"> • Administration – Leadership meeting agendas, meeting notes, social media, email support to staff and expense management. • Work with Young Adult Director in coordinating outreach events geared to the at-large young adult population in the city of Dallas. • Work with Sunday Morning Communities in connecting female young adults to various ministry and community opportunities within the Young Adults Ministry. • Workshops – Work with Director of Young Adults in coordinating practical and authentic training gatherings geared to the at-large young adult population at PCPC. <p>D. Global-Local Missions (30%)</p> <ul style="list-style-type: none"> • Service – Coordinate and connect young adults in using their gifts to serve the church and surrounding community through the many existing opportunities at PCPC. • Missions – Work with PCPC Missions Department to coordinate and facilitate mission opportunities for young adults, including yearly trip to Japan. 			
<p>Education and Experience Required</p> <p>College degree, Ministry experience as a staff member or volunteer. Comfortable with web-based applications, HTML emails. Social media experience both proactively and upon request.</p>			

Core Competencies for ALL employees

Exhibits Servant Attitude

Strives to serve others with excellence; goes the extra mile; exhibits a servant attitude while working with a demanding and ever-changing schedule; completes the daily tasks of his job with the understanding that what he does is honoring unto the Lord and is, in fact, a ministry in itself

Individual Contribution to Teamwork

As a team member, understands the importance of teamwork; contributes to ministry team and other ministry teams to develop and achieve collaborative agreed upon outcomes; respects, encourages, honors team members; leverages the skills and interests of coworkers to achieve goals and solve problems; supports team decisions

Interpersonal Skills & Conflict Resolution

Approachable; connects well with others; solicits feedback; handles criticism with grace, wisdom and maturity; encourages direct, honest, and productive dialogue; does not avoid conflict; seeks to find mutually agreeable solutions to problems; seeks peaceful outcomes in all situations

Ability to Communicate Effectively

Communicates well both verbally and in writing; listens attentively; makes others feel respected and valued in discussions; conveys organized thoughts and ideas clearly and concisely; is direct, but graciously tactful; communicates progress and appropriately informs others

Job Knowledge, Ability to Learn & Professional Growth

Possesses necessary skills and job knowledge; understands job responsibilities and how they impact ministry goals and overall church vision; keeps knowledge and skills current; is a pro-active learner; overcomes obstacles; needs very little time to learn and master new processes or tools; learns quickly from mistakes

Action Oriented

Targets and achieves results; sees a need or opportunity and appropriately initiates change; adapts to change and is flexible; is open to new ideas; adjusts plans to meet changing needs

Functional Competencies for Coordinators

Demonstrates Initiative

Is a self-starter; generates new ideas to improve ministry area(s); anticipates problems and follows through with supporting action without being prompted

Judgment & Objectivity

Able to assess situations accurately and make a confident and knowledgeable decision in the absence of his/her immediate supervisor; able to recognize and forecast challenges and/or problems; has the ability to make decisions on a systematic review of relevant facts and information; elevates concerns or problems to immediate supervisor and/or pastoral leadership when necessary; able to see issues from multiple perspectives and prioritize tasks and/or actions accordingly

Management of Resources

Accurately estimates resources and time required to complete tasks and/or projects; identifies and secures resources needed to complete tasks and initiatives; makes efficient use of resources; able to work effectively and manage resources with limited or partial information; keeps immediate supervisor/pastoral leadership well informed regarding management of resources and/or problems that arise

Coordinates Ministry & Project Activities

Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate. Plans, directs, organizes, and coordinates resources for activities, processes, projects, and/or events for department/ministry area; drives projects to completion.

Job Complexity

- Participate in the development and implementation of the Young Adult Ministry
- Teambuilding within the Young Adult Ministry
- Develop personal leadership style and assist in the training and development of Young Adult Ministry lay Leaders

Work Environment

- Work is based on relationships and needs of Young Adult Ministry
- Varied office hours and day determined by Director of Young Adult Ministry
- Highly relational and people intensive
- Christ centered