

the meeting house

Youth Project Coordinator and Administrator

Status: Part time; 32 hours a week

Working Days: Typically, Monday – Thursday, with some flexibility

About The Meeting House

Who we are... The Meeting House is a church for people who aren't into church. Our mission is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers. We are one church that meets in many locations. On Sunday mornings we meet at 18 different locations across Ontario, and during the week at over 170 Home Churches. Check out our website for more details: www.themeetinghouse.com .

Where we're going... One church with many expressions! An exciting and transformative vision is emerging for our church that could further release us to turn outward and reach more people with the Good News of Jesus beyond our existing boundaries. We are reimagining what it would look like to be a church that is fully activated for mission – committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills and expertise and heart to this transformation!

Role

The Youth Project Coordinator and Administrator provides the project coordination and organizational and logistical support for cross-regional events. This role also provides administrative support and coaching for the youth ministry team at The Meeting House.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well and to support the growth of a vibrant youth ministry
- Excellent relational skills, balancing the need to connect with people while ensuring projects and systems are organized and executed well
- Ability to work independently, multi-task and adapt to constant change
- Substantial administrative and organizational skills
- Strong computer skills in MS Word, Wrike, Web Site Management, Excel, and Outlook, and ability to build effective systems
- Contribute to a positive and effective team dynamic
- Able to manage complex conflict situations with grace and skill

Responsibilities

- Provide the organizational and administrative support to the Cross-Regional Youth Team and support the regular rhythm of the ministry year calendar

- Coordinate cross-regional initiatives such as youth retreats, leadership trips, shared compassion initiatives, and training events, including the logistics and administration to support these events
- Manage youth-related calendars and project schedules, keeping all concerned informed and synchronized
- Collaborate with the Communications and Site Support teams regarding support for the cross-regional Youth initiatives
- Provide input into youth-related communication, events, and environments that reflect the values and ethos of the youth ministry
- Help create the agenda for the Youth Team’s meetings, and track the action items
- Provide administrative support to members of the Youth Team as required
- Provide administrative coaching to members of the Youth Team to help them strengthen their own administrative and organizational skills
- Ensure that the youth web pages and social media channels are maintained and updated
- In collaboration other members of the Team, develop the weekly and monthly communication to Youth Coordinators
- Create and maintain the UNDERGROUND forms
- Monitor security clearance reports and flag issues as required
- Participate in full-time youth team meetings
- Contribute towards a spirit of bridge-building and cooperation with all youth staff, other ministry areas, and site pastors.

Relationships:

Reports to: Cross-Regional Youth Pastor

We encourage qualified candidates to send their resumes to: resumes@themeetinghouse.com

The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.