

Coordinator of Youth and Young Adult Programs Job Posting

This position is for a Coordinator of Youth and Young Adult Programs who will be a critical member to the East Liberty Presbyterian Church. This role will develop and direct a comprehensive program for young adults and participate as a member of the leadership team to provide a comprehensive program for youth at ELPC. The ideal candidate for this role is passionate, detail oriented, collaborative, and experienced in executing programs for young people.

Job title: Coordinator of Youth and Young Adult Programs

Department: Program

Work Location: On site - East Liberty Presbyterian Church

Pay Grade: Hourly - \$18 per hour with additional compensation for overnight events/retreats/mission trips.

Reports to: Heather Schoenewolf - Associate Pastor

Part-time

Nonexempt

Essential Functions and Responsibilities:

Program Management:

- Plan and implement young adult classes, events, retreats, and service/mission projects for youth and young adults
- Coordinate publicity for young adult events in Reaching Out newsletter, weekly bulletin, and other materials

Program Execution

- Plan and implement young adult classes, events, retreats, service/mission projects
- Serve on Leadership Team for Club 116 Youth Program
- Be present on Wednesday afternoons for set up, assistance, facilitation, and classroom management
- Plan lessons for Club 116
- Coordinate Club 116 snacks/dinners
- Maintain a flexible attitude that fosters a sense of teamwork with other staff and volunteers
- Serve as a chaperone for youth events, retreats, and mission trips as needed and if available
- Serve as Co-Leader of Confirmation Class
- Ensure that ELPC Child Safety guidelines are followed in all program areas

Relationships and Outreach:

- Assist young adults in engaging in life of the larger congregation, nurturing the leadership gifts among young adults, and engaging young adults in planning young adult events
- Provide outreach to young adults – both visitors and members of ELPC, and young adults in the local community
- Maintain connection with ELPC students who transition into college. Provide outreach to students in area colleges and universities in order to include them in our ministries at ELPC
- Maintain a supportive, sustaining presence in the lives of ELPC young adults

Position Requirements and Qualifications:

- Bachelor's Degree preferred minimally; ideally advanced training in Theology and Education
- At least 3 years experience working in Christian Education and Youth Ministry

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- Experience and comfort working with diverse groups of children and youth – across the lines of race, gender, socio-economic class, ability, sexual identity, and age in an urban setting
- Deep understanding of the Christian faith, with experience teaching progressive Reformed Christian faith and values to persons of all ages
- Experience as a religious educator – knowledge of scripture and tenets of the Reformed Christian faith; skill planning and teaching developmentally appropriate and engaging lessons
- Enthusiasm for facilitating spiritual formation in an intergenerational setting – through periodic events that intentionally foster intergenerational community
- Act 33/34 clearances – and any additional screening needed as per Child Safety Policies
- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large.

Competencies:

- Promoting Equity, Diversity, and Inclusion
- Clear and effective communicator
- Organized and detail oriented
- Outgoing and engaging, friendly and welcoming toward all

Physical Requirements:

- Ability to perform the essential job functions consistent safely and successfully with the ADA
- Must be able to lift and carry up to 20 lbs., standing, sitting, reaching, and stretching.

Disclaimers:

East Liberty Presbyterian Church is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, or sexual orientation.

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a fundamental policy and this applies to all employees, applicants for employment, and contractors.

Please send resumes to : Wil Forrest, Director of Church Operations, at wil@coh.net or 116 South Highland Avenue, Pittsburgh, PA 15206