



Position Title: Youth Ministry Program Administrator

Reports to: Director of Youth Ministries

FLSA Status: Non-Exempt, Hourly

Compensation: \$18.00/hr. - \$20.00/hr. commensurate with experience

Work Week: Full-Time/40 hours (flexible seasonal schedule necessary)

Organization Summary

As a leader in the field of rescue and recovery for over 100 years, the Erie City Mission exists to meet the physical, emotional, and spiritual needs of those on the margins of our city through 12 quality programs. Our doors remain open so that lives may be changed, and hope may be restored.

www.eriecitymission.org

Youth Ministry Summary

ECM's Youth Ministry seeks to develop urban youth through Christian mentorship, career-exploratory experiences, and character development. We provide summer camps, after school programs, entrepreneurial commerce education and experience, service-learning, and multiple outreach opportunities for the youth of our city to grow physically, emotionally, and spiritually.

Job Summary

The Youth Ministry Program Administrator is a full-time position (40 hours/week) that will support the overall processes and functions of the Erie City Mission's youth programs. Duties in various capacities will include a concentrated emphasis on administration, website and database management, and data collection and reporting. Other duties include program planning, communication, budget, and promotion.

The successful candidate must be a mature follower of Christ and embrace Christian discipline. He/She must possess a servant's heart with a passion, energy, and enthusiasm to relate to and connect with student's 7th-12th grade, along with peer mentors, parents, and program partners. He/She is a person of high integrity, a team player, possesses excellent interpersonal and communication skills, creative and attentive to details and organization. He/She possesses a clear understanding of acceptable business practices that reflect Christian integrity and demonstrates a commitment to ECM's overall mission, vision, and its Statement of Faith. He/She must also successfully complete all background clearances and paperwork as required by the State of Pennsylvania and the local school districts.

Responsibilities

Essential Functions:

- Function in support administratively as it pertains to the development, planning, promotion, facilitation, and evaluation of ECM youth programs that include summer and afterschool course experiences, youth commerce, family workshops, service-learning, and all other youth events.

- Maintain student and volunteer database systems for program administration, communication, and tracking and compilation of statistics for effective program measurements and evaluation.
- Manage all administrative details, including scheduling, correspondence, file organization, and coordination of program logistics.
- Support financial record keeping and budget details by processing student fees/tuition, tracking expenses, processing invoices, assisting with budget preparation and reporting, and compiling grant compliance and program output reports.
- Serve as a catalyst and leader for personal and spiritual growth, by example and by articulating your faith with youth, parents, staff, and volunteers.
- Support brainstorming and planning sessions for established and developing programs.
- Support in creating a positive, encouraging culture of hospitality, teamwork and spiritual growth for student participants, fellow staff and volunteers.
- Manage conflict resolution when necessary, according to established procedures.
- Help to ensure that program operates in a safe manner accordance with all established protocols and appropriate legislation and regulations.

Education & Experience

The Youth Ministry Program Administrator should possess a sense of call to ministry and desiring a place to follow and process that calling. He/She should have a high energy level for the demands of a growing ministry. A bachelor's degree in ministry, business, education, or related field is helpful but not required.

Skills & Abilities

The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Strong computer/technology skills, including proficiency with Microsoft Office suites, Google Docs, and online database systems.
- Strong interpersonal, organizational, and problem-solving skills.
- Ability to prioritize work and multitask while adhering to deadlines.
- Excellent relational and leadership skills along with a strong judge of character.
- Strong verbal and written communication skills.
- Good judgment and decision-making skills.

- Ability to take responsibility; to work well as a team member and to work independently without supervision.
- Adaptable and flexible to situations and priorities.
- Demonstrates appropriate boundaries in life, relationships, and ministry.
- Lives out the gospel, not seeking perfection but embracing transparency and grace.
- Good driving record with confident ability to drive a 12-passenger van with student passengers, if needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is both sedentary and active, sitting for periods of time and regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Working Conditions

Works primarily out of the main campus and the Youth Ministry offices/classroom, but responsibilities will also include travel to various program locations. Position will require a schedule that can be flexible to the various needs and seasons of the Youth Ministry program which will also include evenings and occasional weekends.

Compensation and Benefits

18.00/hr. - \$20.00/hr. commensurate with experience

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days (9)
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

Any offer of employment from the Erie City Mission is contingent upon the successful completion of:

- Background check
- Drug test
- PA Child Abuse History