

Job description for Young Adult Campus Ministry and Program Assistant

Reports to: Director of Family and Lifespan Ministry
Effective: August 1, 2016
Status: Full-time (40 hours/week)
FLSA: Non-Exempt

Job Summary

First Unitarian Universalist Church of San Diego (First UU) is committed to supporting young adults in their faith development and ensuring that our religious education and Sunday services run smoothly and well. This position will work to provide leadership to young adults in a campus setting and at the Hillcrest campus of First UU and support the religious education program for children and adults. There are two major components to this position.

Young Adult and Campus Ministry – 20 hours per week

Essential Functions

- Coordinate and support gatherings of young adults at First UU (currently the 24-35 year-olds) (10 hours/week), and a possible 18-24 year-olds group
- Coordinate and support the UU campus ministry groups at UCSD and SDSU – (10 hours/week)

Included in this support, staff would

- Foster leadership development opportunities among young adults
- Collaborate with other ministries of the church to provide specific opportunities for young adults to participate in the larger church community
- Provide compassionate listening, as needed, to young adults; or make referrals to resources inside and outside of the church
- Ensure that there are meaningful worship opportunities for young adults, as leaders and as participants

Other Responsibilities

- Encourage greater collaboration amongst UU churches in the San Diego region to support campus ministry and expand our presence at colleges.

Qualifications for this part of the position includes:

- Demonstrated Leadership and Group Facilitation Skills (professional, academic, or faith-based settings)
- Strong sense of UU culture, principles and values
- Able to speak in a public forum
- Excellent Interpersonal and Communication Skills
- Experience with Faith-Based Work
- Have own transportation

Program Administrative Assistant – 20 hours per week

Essential Functions

- Sunday morning classroom and Patio setup (7 hours) – which would include:
 - Table set up
 - Setting up classrooms with supplies
 - Monitoring the campus
 - Respond to members' questions regarding logistics and program information
 - Sunday responsibilities, including attendance counts, adult religious education support and general assistance
- Religious Education program assistance
 - Duties include tracking attendance, registration and communication
 - Attend staff and supervision meetings with the Director of Family and Lifespan Ministry
 - Other duties as assigned

Minimum Qualifications and Expectations

- Strong computer skills and knowledge of /experience with graphics, mail merge, database, and various software programs including, Windows Office, Publisher, internet savvy, and email and email blasts sent
- Strong customer service skills
- Has pleasant phone manner and can patiently deal with frustrated callers
- Basic Technology / IT skills and knowledge preferred
- Strong time management skills
- It is expected that the person in this position will set appropriate boundaries to accomplish their workload
- It is expected that this position will engage in a responsible work day that honors the labor law by leaving the work area for 30 minutes at one time and taking two 10-minute breaks away from work area
- Able to move freely in and out of different ministry settings (offices, businesses, places of worship)
- Ability to participate as member of a team
- Ability to be flexible with diversity of needs of a multi-cultural community
- Sensitivity to the needs of individuals within the GLBTQ community
- Strong problem-solving skills
- Respond well to supervision

Additional Information:

Must be able to work Sundays. Hours will be Sunday – Thursday, 8:00-4:30. Hourly rate is \$17.31. Application procedure: Submit cover letter, resume and two letters of reference; Electronic submissions only (careersfirstusd@gmail.com). Reference “YACM/PA” in the subject line. No phone calls please.

Benefits: Full medical coverage, standard vacation and holidays per employee handbook. All resumes will be held on file for consideration for 12 months from date of receipt. Equal Opportunity At Will Employer.