

Job Opening
Young People's Ministries NEJ Part-time Team Assistant

This one-year contract position performs a wide range of connectional and programmatic support in the North East Jurisdiction, including scheduling and participating in conversations between NEJ leadership and YPM Regional Staff, curating and editing content from/for the NEJ for posting on the Young People's Ministries website/blog; and helping the YPM Regional staff promote the mission of Young People's Ministries in NEJ. This position supplements a full-time YPM regional staff position, providing a geographical link and relevant perspective to relationships and initiatives undertaken by YPM.

The successful candidate should have a demonstrated knowledge and understanding of United Methodist connectional systems; basic awareness and ability to engage with various communities/cultures around the Northeast Jurisdiction; basic knowledge of office procedures, including proficiency in word processing and spread sheet programs; English language, grammar, punctuation; basic skills in using social media for research and information dissemination; ability to handle multiple projects and remain flexible; ability to exercise courtesy and tact with a diverse group of people and cultures.

Education/ Experience: Bachelor's Degree or equivalent (one to three years of related job experience)

Job Description table:

Position Title:	NEJ YPM Regional Assistant Contract
Compensation:	\$25 per hour, 10 hours per week (\$1,000 per month for 12 months)
Reports to:	Carl Gladstone
Date:	JANUARY 4, 2016 – DECEMBER 31, 2016
Basic Purpose:	Connectional and programmatic support in the North East Jurisdiction. This position supplements a full-time YPM regional staff position, providing a geographical link and relevant perspective to relationships and initiatives undertaken by YPM.

Essential Job Functions:

Essential Job Function	% of Time
1. Establish relationships and provide presence through formal and informal structures of the North East Jurisdiction. Interact with networks of leaders and YPM staff creating links between YPM and ministries of the jurisdiction.	30%
2. Along with other YPM staff, research needs and provide connection or leadership to meet needs of youth and young adult ministries in the NEJ.	30%
3. Curating and editing content from/for the NEJ for posting on the Young People's Ministries website/blog. Support the coordinated creation and delivery of resources for young people in the UMC.	20%
4. Helps the YPM Regional staff promote the mission of Young People's Ministries in NEJ.	15%
5. Participates in overall YPM staff conversations, meetings and strategic projects.	5%

Major Accountabilities:

1. Supports YPM Regional Staff connection with NEJ leadership with in-person, jurisdiction specific input and presence.
2. Provides leadership and support on behalf of YPM in event resourcing, meeting development, online communications, and connections specifically within the NEJ.
3. Projects handled in a timely manner, accurate maintenance of records and documents, and quality customer service.
4. Be a positive and contributing member of the YPM staff team through communication, cooperative work practices, and knowledge sharing.