

Position Title: Youth Ministry Administrative Coordinator

Status: Part-Time - 15 hours per week

Reports to: Pastor of Youth Ministry

Updated: July 2026

Position Summary:

As part of the Youth Ministries team, the Youth Ministry Administrative Coordinator will be a core part of the youth ministry staff by offering administrative support primarily to the youth pastor and high school ministry. They will support the ministry in leading teenagers and families to grow in their faith, hope, and love for Jesus.

Position Responsibilities:

High School Ministry:

1. Work closely with the Youth Pastor in administrative needs
2. Manage general inquiries and communications
3. Use the Church management system (Planning Center) for scheduling, event registration, room reservation
4. Organize Prov HS's teaching schedule and curriculum
5. Coordinate Prov HS events
6. Administer the New York City missions trip: transportation, fundraising, housing
7. Assist in administrating the Prov HS retreat
8. Oversee communication with the high school adult volunteer team: events, small group questions
9. Manage High School volunteer clearance process
10. Supervise general purchasing
11. Manage all communication of the Prov HS Ministry: Mailchimp, Social media, website
12. Attend all Prov staff meetings and retreats

Essential Skills and Experience:

- Clear testimony and ongoing spiritual growth.
- Ability to build positive rapport with staff and parents
- A clear call to reach and minister to students with the Gospel
- Proven organizational, planning, and communication skills
- Full agreement with Providence's Doctrinal Summary, Mission, and Vision.
- Fulfills Providence Leadership Covenant Criteria.
- Excellent communication and team leadership skills.
- A vibrant marriage or singleness and an emotionally healthy lifestyle.

Desirable Gifts, Qualities, and Skills:

- Spiritual Gifts: Leadership & Administration

- Passion for Christ and Liberating/Equipping the local church for Kingdom Service
- Team Builder/Player
- Compassionate, Relational, Approachable, Teachable

Breakdown of hours:

1-1.5 hours – Meeting with Ben weekly

4-5 hours – communication to **parents/HS community** (Mailchimp, Instagram, flyers)

2-3 hours –HS volunteers – (coordinating schedules with Ben to meet, administration for leader meetings, clearances, small group questions, coordinating teachers for Tuesday night etc.)

2-3 hours – Purchasing – Snacks, supplies

3-5 hours – HS Event administration – overseeing communication with Worship teams for worship nights,

3-4 hours – General Administration (Printing, answering the general emails, coordinating volunteer fairs.)

2 hours – Other meetings – Staff meetings, admin meetings, etc.