



## JOB DESCRIPTION

Job Title	Community Engagement & Admin Coordinator		
Employee's Name			
Supervisor's Name & Title	Ministry Director & Interim Executive Director partnership		
Date Hired		Date Modified	
Department	Support	Class	Support
Location	Main Office	FT/PT Status If PT, include hours/week.	Full Time 40 hrs / week
FLSA Status (To be completed by HR)	Non-Exempt	Supervisory Responsibilities	none

Position Purpose	Working directly under the Interim Executive Director and alongside the Ministry Director, this position is primarily responsible for, but not limited to, managing the Seattle Area Youth for Christ office, human resources, volunteer processing, giving partner engagement, Board of Directors communication and meeting coordination, and event planning.
Essential Job Functions and Duties	<p>Administrative Coordinator (45%)</p> <ul style="list-style-type: none"> <li>● Manage the day-to-day operations of Seattle Area Youth for Christ to include donation pick up/processing/bank entry, communication with YFC/USA and receipting as needed.</li> <li>● Maintain comprehensive and accurate records in SalesForce and other information management programs.</li> <li>● Organize meetings, including scheduling, sending reminders, and catering when necessary.</li> <li>● Answer phone calls in a polite and professional manner and follow up when needed.</li> <li>● Maintain and update Seattle YFC website and social media channels.</li> <li>● Track expenses for ministry sites and process receipts for staff.</li> </ul> <p>Community Engagement Coordinator (45%)</p> <ul style="list-style-type: none"> <li>● Work with the Executive Director and Ministry Director to develop the <i>See the Story/Be the Story</i> program at Seattle YFC, working</li> </ul>

	<p>towards monthly <i>See the Story</i> gatherings and an annual <i>Be the Story</i> Event.</p> <ul style="list-style-type: none"> <li>● Develop and maintain the fund development calendar to include production and timing of external communications, events, grants, etc.</li> <li>● Manage invites and RSVPs to all events.</li> <li>● Assembles, empowers and works with a team of volunteers to execute events.</li> <li>● Coordinates production and delivery of externally focused communication to giving partners, volunteers, and prospective partners to include collection of ministry update content from staff, volunteers and kids (i.e. quotes, stories, images, footage) on an ongoing basis.</li> <li>● Coordinates follow up with attendees of all events, and respondents of all communication, entering information into Salesforce database, cultivating relationships with new partners, leading them to involvement.</li> </ul> <p>Board of Directors (10%)</p> <ul style="list-style-type: none"> <li>● Work with the interim Executive Director &amp; Ministry Director in coordinating all Board meetings to include communication and materials preparation.</li> <li>● Follow up with Board members regarding action items from Board meetings and related 1-1 gatherings with the interim Executive Director and/or Ministry Director.</li> </ul>
<p>Fundraising Responsibilities</p>	<p>1. <u>Be a great storyteller</u>—each YFC staff should be ready and willing to share the mission of YFC and stories of young people making steps towards Jesus in a clear and compelling presentation. YFC staff will be given opportunities to share their stories in different venues such as the Banquet, <i>See the Story</i> events, and smaller gatherings.</p> <p>2. <u>Coach volunteers to raise up young people to be great storytellers</u>—YFC staff will equip volunteers to raise up young people who can clearly articulate their journey with Jesus to both fellow peers and adults.</p> <p>3. <u>Invite your circle of influence</u>—YFC staff will invite friends and family to events where the mission of YFC as well as volunteer, prayer, and financial partnership opportunities are presented.</p> <p>While a specific money amount is not attached to this expectation, we work towards a common goal of asking the Father to provide the financial resources necessary to reach more 11-19 year olds across King and Snohomish counties with the life transforming hope found in Jesus Christ. The Holy Spirit is the one who moves in peoples’ hearts to invest financially. Therefore, we will measure your activity and effort towards being a storyteller, coaching storytellers, and inviting others to this mission.</p>

<p>Spiritual Responsibilities</p>	<p>Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.</p> <p>As an employee of Youth for Christ and a minister of the Gospel, YFC expects all employees to:</p> <ul style="list-style-type: none"> <li>● Seek God’s guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.</li> <li>● Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC.</li> <li>● Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events.</li> </ul>
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<p>Goals and Accountability</p>	<ul style="list-style-type: none"> <li>● Goals set with supervisor by incorporating feedback and assessment of training times</li> <li>● Goals are evaluated quarterly and progress is discussed</li> <li>● Goals are based on fiscal year July - June</li> </ul>
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**EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.