



<b>Job Title:</b>	Midway/All Church Young Adults Assistant Director	<b>Job Category:</b>	Exempt
<b>Location:</b>	Midway/All Church	<b>Travel Required:</b>	Limited
<b>Reports to:</b>	Young Adults Director	<b>Position Type:</b>	Full Time

**Job Summary:** The Midway/All Church Young Adults Assistant Director is responsible for the mobilization of young adults at Midway and across the church into a movement that transforms Chicagoland.

**Job Duties**

- Oversee the implementation of New Life’s vision in the Midway Young Adult Ministry.
- Grow, develop, and lead the Midway young adult leadership team.
- Plan and execute Midway young adult ministry events, trips, and retreats. Support the all-church young adult activities in these areas.
- Recruit, equip, and enable volunteers to share in the leadership of the young adult ministry.
- Work within the boundaries of the Young Adults ministry budget.
- Lead with spiritual maturity and character as an example for young adults to follow.
- Support the administrative needs of the Young Adults ministry. Be proficient in Microsoft and Google tools.
- Participate in weekly meetings.
- Other tasks as may be delegated.

**Skills/Qualifications/Attributes:**

- A spiritually mature Christian in full agreement with New Life’s statement of faith; strong desire to serve Christ and His church. Regularly attends Sunday services and financially supports New Life Community Church.
- 2 years of experience overseeing ministry groups in a large, multi-site church setting.
- Strong written/oral communication and interpersonal skills.
- High-capacity, multi-tasking individual comfortable working independently without constant supervision.
- Highly self-motivated and directed.
- Excellent organizational, analytical, and communication skills.
- Proven track record of meeting and exceeding goals.
- Ability to meet deadlines, develop and implement programs, and manage changing and competing priorities.
- Outstanding leadership and interpersonal skills. Someone with a positive attitude, a heart of a servant, fun/enjoyable and loyal.