
NextGen Project Coordinator and Administrator

Status: Half- Time; 20 hours a week

Working Days: Typically, Monday – Friday, but a spirit of flexibility is required

Context

The Meeting House exists to grow loving communities of Jesus-followers who live and share his irreligious message. We are one church with many various local expressions. On Sunday mornings we meet at 17 different locations across Ontario, and during the week at over 150 Home Churches and 20 Youth Small Groups. Check out our website for more details:

www.themeetinghouse.com

Role

The NextGen Project Coordinator and Administrator provides the project coordination, organizational and logistical support for cross regional events and resources. This role also provides administrative support and coaching for the kids and youth ministry teams at The Meeting House.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well and to support the growth of a vibrant kids and youth ministry
- Excellent relational skills, balancing the need to connect with people while ensuring projects and systems are organized and executed well
- Ability to work independently, multi-task and adapt to constant change
- Substantial administrative and organizational skills
- Strong computer skills in MS Word, Wrike, Web Site Management, Excel, and Outlook, and ability to build effective systems
- Contribute to a positive and effective team dynamic
- Able to manage complex conflict situations with grace and skill

Responsibilities

- Provide the organizational and administrative support to cross-regional discipleship initiatives to support the regular rhythm of the ministry year calendar
- Coordinate the cross-regional discipleship initiatives such as youth retreats, leadership trips, shared compassion initiatives and training events, including the logistics and administration to support these events
- Manage nextgen-related calendars and project schedules, keeping all concerned informed and synchronized
- Collaborate with communications and operations support regarding support for the cross-regional initiatives



- Provide input into nextgen-related communication, events and environments that reflect the values and ethos of the youth ministry
- Provide onboarding and ongoing administrative support to members of the kids and youth teams as required for their ongoing skill development
- Ensure that the kids and youth ministry web pages and social media channels are maintained and updated
- In collaboration, develop the weekly and monthly communication to Kids and Youth Coordinators
- Create and maintain Kids and Youth Ministry forms
- Monitor security clearance reports and flag issues as required
- Contribute towards a spirit of bridge-building and cooperation with all youth staff, other ministry areas, and local lead pastors

Relationships:

Reports to: Discipleship Pastor