

**Proposed Contract position:** Program Assistant to Youth and Young Adult Ministries

**General Description:**

To assist the work of maintaining and supporting Maritime Conference ministries with youth, young adults and their leaders in learning, discerning, and living a Christian faith. Using “A New Creed” as a guide to this work, help youth and their leaders:

- to experience and celebrate God’s presence
- to live with respect in Creation
- to love and serve others
- to seek justice and resist evil
- to know the foundational narrative of Jesus’ life and works

**Primary responsibilities:**

Under the direction of the Conference Minister responsible for programs for youth and young adults, the person filling this contract will assist in the following:

**1. Staff resource to Outdoor Recreation Ministries**

- work with ORM committee to plan and deliver annual training events for Directors and Senior Staff and Camp Counsellors
- ensure camps are working to adhere to Camping Ministry Standards of The United Church of Canada
- help promote camp programs as an extension of faith formation ministry in the Conference
- support camp development (boards, business planning, visioning, promotions)
- facilitate connections for camp boards, youth and their leaders to the wider church, – presbyteries, Conference, UCC national, and ecumenical
- encourage and monitor ‘duty of care’ responsibilities

**2. Nurture Youth Leaders Network**

- between face-to-face gatherings maintain contact through a dedicated list serve, Facebook pages, and the Conference website
- listen for emerging needs (e.g. gender and sexuality issues with youth) and respond with finding resources, hosting forums for dialogue, seeking out or creating training opportunities
- plan retreats, training, and networking events

**3. Staff resource to Intermediates at Conference (IaC) and Youth Forum (YF)**

- support the planning team and directors of these events, as needed, by monitoring budgets, navigating church polity and practices, participating in training, and finding resources,
- ensure that communications are happening between the two youth programs and the adult programs for the annual meeting of Conference
- support the development of ministries and projects that may grow out of these programs

**4. Keep the spiritual gifts, ministries, and concerns of youth and young adults before the wider church.**

**5. Promote engagement of youth and young adults in justice-seeking ministries, events, and issues in the wider church and interfaith circles.**

### Skills and Experience required

- experience with Conference youth programs such as camps, Intermediates at Conference, Youth Forums
- connections to youth and young adults and their leaders networks in the region
- demonstrated event planning and promotions experience
- knowledge of educational methods and current youth ministry resources
- ability to work in team or independently
- computer competency including skills for social media
- strong communication skills