



## **Ministry & Volunteer Support coordinator**

**POSITION** | Administrative Assistant

### **SUMMARY**

The Ministry & Volunteer Support Coordinator is responsible for tasks related to the support of the Ministry Director, Ministry staff and Volunteers.

### **FULL TIME OR PART TIME**

This role could be either a full-time or part time (20 hours) position

### **EXEMPT**

### **LOCATION**

1641 E Michigan Street, Indianapolis, IN 46201

### **PERFORMANCE STANDARDS**

- Provide administrative support for Ministry Director, including setting appointments, meeting follow up and assigned ministry admin tasks.
- Provide administrative support for Ministry staff, including parent communication, event registration, event support, ministry scheduling and school/neighborhood support needs
- Administrate annual Ministry staff performance reviews and annual goal setting
- Administrate Ministry Staff training blueprint
- Administrative Support for RLC and NLC
- Volunteer communication
- Facilitate Volunteer training through Local and National MLC
- Volunteer Onboarding: background checks, references, communication
- Volunteer Recruitment lead and support
- Create and execute a care plan for all volunteers
- Volunteer evaluation and assessment
- Provide various settings where volunteers can be celebrated
- Church Liaison and volunteer recruitment lead and support
- School Liaison support

### **KNOWLEDGE & SKILLS**

- A vibrant, growing relationship with Jesus Christ
- Involved in and supporting a local church by serving, being engaged in the community, and regularly attending
- Sets a godly example for staff, volunteers, and students in one's personal life
- Demonstrates a humble and teachable spirit

- Passionate about the mission and vision of Central Indiana Youth For Christ
- Willingness to submit and minister within the guidelines of CIYFC
- Submit to an extensive background and reference check
- Reliable with highest level of integrity
- Organized, very detail-oriented, and accurate
- Excellent interpersonal skills with demonstrated ability to interact with a broad range of colleagues, board members, volunteers, external partners and community members
- Excellent written and oral communication skills, with ability to compose & format correspondence & reports
- Excellent typing/word processing skills
- Very comfortable working in a team environment
- Able to work independently & be willing to take responsibility for autonomous actions
- Ability to prioritize and manage multiple tasks to meet deadlines
- Skilled with using database/lists
- Able to work occasional evenings and weekends (for events or meetings)
- Adapt in a fast-paced environment
- Excellent written and verbal communication skills
- Proficiency with Microsoft Outlook, Word & Excel, Jot forms, Publisher, Mail Chimp and willing to learn a national software system.
- Occasional local travel

#### **Fundraising Responsibilities:**

All YFC employees are expected to regularly and actively participate in faithful activities that advance the stewardship functions of YFC/USA. These activities will include—but are not limited to— extending invitations to fund raising events, recruiting personal circle of influence/YFC donor contacts, sending letters, handwritten notes, personal calls, and personally ministering to donor contacts.

**BENEFITS** As a full-time employee, you are eligible to participate in a number of Company-sponsored benefits including Health, Dental and Vision and Generous Time Off Benefits and Matching Retirement.

**EOE STATEMENT** YFC is classified as an Association of Churches and as such our hiring practices reflect that designation. As a religious nonprofit organization, Youth For Christ incorporates within each leader role, the requirement to model, teach, share and live the faith. The relationship between YFC's mission and each of its leaders is its lifeblood and as such does at all times and in all instances reserve the right to make employment decisions based upon a person's religious beliefs, personal character and lifestyle consistent with our understanding of the Bible or with our overall goals and requirements for Christian ministry.

We seek to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for growth, development, promotion, training and compensation.

We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the organization.

To apply for this position, please email your cover letter and resume to Ali King, [aking@ciyfc.org](mailto:aking@ciyfc.org).