

Job Description: CCC Youth Coordinator

Position Title: Youth Coordinator -- Christ Church Cathedral, Nashville, TN

Principal focus. (a brief summary of the major purpose of the position)

Assist Cathedral Episcopal Youth Community by providing assistance and functional support to the Canon for Youth Ministries. Work closely with Canon for Youth Ministries, as well as other staff and lay leadership and volunteers. The Youth Ministry Coordinator will report directly to the Canon for Youth Ministries.

Regular duties.(list of the major duties required by the position)

- Be present on Sundays for worship, coffee hour, and formation (8:30 a.m. – 11 a.m.)
- Plan and assist in facilitating approximately one to two youth meetings/activities per month (generally on Sunday afternoon/evenings)
- Assist with facilitating opportunities for the youth to engage in community outreach, retreats, and a summer mission trip
- Assist and coordinate varied communications within the youth ministry, including calendar, mailings, website, email, phone calls, publicity, and social media platforms.
- Organize and maintain departmental paperwork, rosters, and files for all functions.
- Assist with coordinating the elements of trips and events, including arranging for transportation, accommodations, purchasing supplies and volunteer support.
- Other administrative duties that may arise, as needed.

Skills and Knowledge Required

- Have an understanding of scripture and some familiarity with the Episcopal Church or mainline Christianity
- Strong communication and administrative skills
- A collaborator with a capacity for strategic thinking
- Trustworthy, discerning, and able to keep confidences
- Commitment to loving and affirming young people regardless of race, ability, gender identity, sexual orientation, etc.

Meetings

- Monthly Youth Advisory Council
- Weekly Staff Meeting

FLSA Classification – Part Time, Exempt

Benefits and Position Details

- Starts: July/August 2022
- Hours: 10-12 hours a week average
- Salary: \$14, 089 annual, paid biweekly
- Flexible Schedule
- Paid Time Off

Learn more about Christ Church Cathedral: [**www.christcathedral.org**](http://www.christcathedral.org)

Qualified applicants are invited to send their resume and cover letter to:

Alison Bocking

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Christ Church Cathedral

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