

Position Title: Communications Assistant
Department: Administration
Classification: Non-Exempt P/T
Hours: 20 hours/week, (example: 4 hours/day M-F)
Rate of Pay: \$12/hour, commensurate with experience



Youth For Christ Vision

As a part of the body of Christ, the vision of Youth For Christ is to see every young person in every people group in every nation have the opportunity to make an informed decision to be a follower of Jesus Christ and to become a part of a local church.

Position Summary:

The YFC Communications Assistant serves three key roles in support of the ministry of Fresno/Madera Youth For Christ: 1) Core Administrative Support, 2) Office Support, and 3) Ministry Support. There are also additional general staff expectations.

Primary Duties and Responsibilities:

1) Core Administrative Support: 10 hours/week (50%)

- Execute monthly mailers, donor letters, receipts and organizational communication as applicable.
- Interacting with donor database (Salesforce), pulling reports, enacting mail merges.
- Support fundraising events and other major efforts of the organization as needed.
- Create and edit organization communications as directed utilizing Photoshop, Canva, Microsoft Word, Publisher and other platforms.

2) Office Support: 3 hours/week (15%)

- Oversee effective operation of office equipment including copiers, scanners, and postage machine.
- Inventory, organize, and order office supplies with emphasis on stewardship.
- First point person in answering phone and delivering phone messages, effectively routing communications in support of the ministry.
- Act as liaison with professional printing companies and office machine companies.
- Collaborate with Operations Director in supporting a clean and safe work environment.

3) Ministry Support: 5 hours/week (25%)

- Oversee F/M YFC social media presence by maintaining website and Facebook in collaboration with the Executive Assistance and under the vision of Executive Leadership.
- Maintain facility calendar, being aware of and overseeing partner usage and ministry event usage.
- Work closely with F/M YFC staff members to provide office support for their work, including traditional administrative support such as photocopying, forms and flyer creation/graphic design, communications, and office supply management.

4) General Staff Expectations: 2 hours/week (10%)

- Attend staff meetings, trainings, and retreats.
- Fulfill ministry fundraising expectations as agreed upon (sending quarterly Support Letters, seeking in-kind donations, asking for support for the ministry directly, and participating in every "all-staff" ministry or fundraising event unless excused by the Executive Director, etc).
- Carry out the agreed upon work schedule, communicating variations in advance.

- Maintain a vital and growing personal relationship with Jesus Christ and demonstrate that relationship through a morally upstanding lifestyle that is in keeping with biblical principles (see YFC Lifestyle Standards at yfcnow.org/staff_lifestyle_standards).
- Demonstrate involvement in a local church through regular attendance, relationships with other members and participation in ministry programs and events.
- Fully embrace the Youth For Christ vision and mission, and statement of faith (see yfcnow.org/about/mission).
- NOTE: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Spiritual Responsibilities

Because the overriding religious purpose and mission of Youth For Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage lifelong disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth For Christ be recognized as an associate minister of the Gospel.

As an employee of Youth For Christ and an associate minister of the Gospel, YFC expects all employees to: seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives, participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC, teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events.

Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth For Christ process, and/or ordained by an outside body recognized by Youth For Christ USA. As such, the following additional responsibilities of a spiritual nature will apply to this position: perform sacramental functions such as the taking of communion and leading times of corporate prayer, confession and praise, and perform and lead religious ceremonies such as weddings, baptisms and funerals when called upon by staff and other members of the YFC community.

Knowledge, Abilities and Minimum Requirements:

- High School diploma plus one year removed from graduating.
- Some prior professional experience required.
- Working knowledge of and ability to use Donor Management software (Salesforce), Windows and Microsoft Office program suite (Microsoft Word, Publisher), various online applications (Canva, Google Suite of products), and Adobe Photoshop.
- Spiritual gifts of importance to this position are: **Helps and Administration**.
- Portions of this job will require the employee to sit and work at a computer for extended periods of time.

Working Relationships

- Responsible directly to the Executive Director.
- Supervises assigned interns and volunteers.
- Interacts with all F/M YFC staff and volunteers.

Compensation Package

- Hourly rate \$12 minimum as determined by the Executive Director.
- 20 hours per week.

Youth For Christ is a 501(c)3 Community Benefit Organization.

To Apply:

For full consideration complete the online employment application (<https://signnow.com/s/PQQShPSB>) and email your resume to **lisathurman@yfcnow.org**. Please include the name, title and phone number of three references we may contact. An interview may be arranged after your file is complete.

If you have questions regarding this position please contact
Lisa Thurman: lisathurman@yfcnow.org, 559.237.4741