

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Post-College/Early-Career Ministry Associate

Summary: The Post-College/Early-Career (PCEC) Ministry Associate leads in connecting congregants, ages 22-35, to God and one another, through robust hospitality, community engagement, and focused programming to support ongoing discipleship of this demographic.

Location: Bethany Green Lake

Reports to: Connections Pastor

FLSA Status: Exempt, Part-time or Full-time

**This position may be combined with other part-time positions in College, Bethany Wilderness, or Vision Quest to create a full-time position.*

Classification: Temporary - One Year, Renewable

KEY RESPONSIBILITIES

- Oversee teams of leaders to create and implement PCEC-focused groups. Collaborate with pastoral staff in recruiting, equipping, and encouraging leaders.
- Develop and implement easy on-ramps for PCEC congregants to build relationships with one another and with the church community, including welcome, groups, learning opportunities, intergenerational experiences, service within the church, and service through Local Outreach and Global Ministries.
- Coordinate and carry out administrative responsibilities to promote PCEC Ministry events and opportunities, advocating for ministry visibility within the church community.
- Perform other duties as a member of the Bethany Community Church and Bethany Green Lake Staff and, or as the situation arises/assigned by supervisor.

POSITION QUALIFICATIONS

- Biblically grounded follower of Jesus
- Lifestyle that reflects devotion to Christ
- Passion for the unique time of life that is Early Adulthood
- Conversant in faith and young adult issues
- Contagious enthusiasm for learning
- Excellent public speaking and written communication skills
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint

OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is Sunday through Thursday, 18-40 hours/week, with occasional availability required on Fridays and Saturdays.
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
- Working Conditions:* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
- The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.
- Non-smoking building and environment.
- Compensation:* Dependent on experience.
- Benefits:* For employees working less than 21 hours/week, Paid Safe and Sick Time (PSST) provided in accordance with the City of Seattle PSST Ordinance. Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.