



Community Relations and Administrative Assistant

Updated January 2021

Youth Dynamics Mission Statement:

To invite and challenge youth to a lifelong adventure with Christ and His church.

Position Overview:

If you desire to serve in a Christian workplace and use your skills to help fulfill Youth Dynamics' mission, this could be an excellent opportunity for you.

We seek to hire a full-time Administrative and Community Relations Director to help Youth Dynamics Skagit Valley successfully fulfill our mission. This person will be responsible for

- Interacting with Churches, community organizations, and area donors;
- Casting a vision for how the ministry can grow within the community;
- Ensuring the operational aspects of the ministry run smoothly;
- Engaging the local community through participation, volunteering, and fundraising;
- Connecting and participating with the greater Youth Dynamics team for training, encouragement, and fellowship as we seek to fulfill Youth Dynamic's mission together.

Reports to:

Area Director

Primary Responsibilities:

- Interacting with churches, community organizations, and area donors by sharing the vision of Youth Dynamics in the Skagit Valley
- Overseeing administrative duties including budgeting, reports, and day to day administration
- Overseeing and managing social media and advertising
- Creating and cultivating school campus contacts
- Spending time with students in student ministry
- Overseeing area fundraising, including events and monthly donations

Preferred Knowledge, Skills, and Abilities:

- Knowledge of fundraising, social media, and creative community connectivity
- Skill in advertising, writing, and basic administration.
- Experience in community development and student relations
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, calculator)

Job Requirements:

- Collaborative management style and approach. Strong leadership skills.
- Excellent verbal and written communications skills.
- Fundraising 100% or more of personal support.
- Minimum 2-year degree
- Two years of job-related experience

Competencies and Qualifications:

1. Active and growing relationship with Christ.
2. Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational, and experiential backgrounds
3. Attention to detail
4. Work independently and within a team, with initiative, yet accept direction

Job Type: Full-time

To Apply:

Please send in your resume and a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics, and fill out an application found on our website: yd.org. Reply by email to hr@yd.org.