

Memorial Drive Presbyterian Church (MDPC)

Job Posting

Date: October 9, 2018

Job Title: Administrative Coordinator

Ministry Area: Youth

Job Summary: The person in this position works with the Youth Ministries Team (which includes the Middle School and High School Discipleship and Outreach Directors) to develop, coordinate, implement, and maintain all administrative and some programmatic functions of this ministry area. The Administrative Coordinator also is the liaison between the Youth Ministries staff and other ministries, youth, families, and guests of MDPC.

Essential Duties:

- Works directly with Youth Ministries volunteer leaders for Sunday morning programs and leadership teams;
- Responsible for all communications to families, publicity materials for events, etc;
- Coordinates with Directors in the planning and myriad details related to mission trips for the area;
- Maintains financial records for all Youth Ministries staff, programs, and events;
- Schedules all Youth Ministry events on the calendar and submits events and information regarding Youth Ministries to the MDPC website.

Qualifications, Skills Must possess a strong administrative background, with a minimum of three years' experience; strong computer skills with a demonstrated working knowledge of Word, Excel, database management, and website maintenance. Must be well-organized, detail-oriented, and flexible, with the ability and desire to work as part of a team.

A personal and growing commitment to Jesus Christ as Savior and Lord; a willingness to work within the framework of the church's polity and procedures; a professional approach and appearance; a passion for excellence.

Send Resume to: Karen Winship, Human Resources Director
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