

## **Job Description**

### **Assistant Coordinator of the FaithX Ministry Brethren Service Ministries Church of the Brethren Elgin, IL**

The Assistant Coordinator position is both an administrative and a practical ministry position. The first  $\frac{3}{4}$  of the year is spent preparing for youth and young adult FaithX trips in the Elgin-based office. This work includes choosing an annual theme, preparing promotional materials, writing and designing a devotional book and leaders resources, setting up financial spreadsheets, setting up and maintaining a registration database, sending letters to participants and leaders, FaithX site visits, collecting forms and paperwork, and other administrative work. During the summer, assistant coordinators travel from location to location, serving as coordinators of individual FaithX experiences for youth and young adults. Coordinators are responsible for the overall administration of a FaithX trip, including housing, transportation, food, work and recreation. They are also often responsible for planning and leading devotional, educational, and group activities. This position is a Brethren Volunteer Service placement and thus includes serving as a BVS volunteer and being a member of the Elgin Community House.

#### **Skills Required**

- Gifts for and experience in youth ministry.
- Passion for Christian service and an understanding of mutual ministry, both giving and receiving.
- Spiritual and emotional maturity.
- Organizational and office skills.
- Physical stamina and the ability to travel well.

#### **Skills Preferred**

- Previous FaithX experience, as a leader or participant.
- Computer skills, including experience with Microsoft Office: Word, Excel, Access, and Publisher.

For more information or to request an application, please contact:

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