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Description automatically generated Next Generation Ministry Assistant (Full Time)**

**Job Description**

Elim Church is seeking a full time Ministry Assistant for Next Generation Ministries. We are looking for an individual who is efficient and will thrive as an Elim team member. The ability to multi-task, provide dynamic leadership in the area of social media and developing a growing online presence, while maintaining complex schedules and managing administrative support is essential for this role. This person will provide support and administrative assistance to the Associate Pastor of Next Generation Ministries.

**Task Summary**

* 30% Digital/Social media content creation and maintenance
* 30% Administrative duties for NextGen/Marriage/and Young Adults
* 20% Coordinating Community Groups for Young Adults
* 10% Event planning and execution
* 10% Tuesday Night setup/teardown

**Key Responsibilities**

* Build and execute a digital strategy for our social media, website, and other online platforms as we identify them for Young Adults and Marriage Journey (Marriage Ministry). We have a Creative Team that can assist in accomplishing these goals. The successful candidate will have access to this team as necessary.
* Curate content - this includes written communication (writing posts, website development, etc.) as well as maintaining an active and professional digital presence with special attention to increasing video production and a desire to explore additional online platforms.
* Work closely with the Associate Pastor of NextGen Ministries to develop content that encourages spiritual practices and ensures the various ministries’ online presence is accurate, encouraging, engaging, and diverse.
* Oversee and coordinate 3 Community Group semesters per year with attention to recruiting, training, and following up with leaders.
* Attend to details and follow up in administration where needed (i.e. retreats, community groups, outreach initiatives, etc.).
* Offer administrative support for Marriage Mentoring, SYMBIS, a yearly couples retreat, and other events as they arise.

- The successful candidate will report to the Associate Pastor of Next Generation Ministries

- Please forward your application and resume to [luke@elimchurch.ca](mailto:luke@elimchurch.ca)

- Posting closes on May 5th, 2021