



**The Voice Inc.**

## Director of Young Adults On Skype Programs Job Description

**HOURS:** 2 hrs/wk. (Volunteer – non-stipendiary), 6months – 1 year commitment (renewable). This position includes two days a week, including Sunday 4 pm – 5 pm on Skype and 1hr work from home.

### **PURPOSE OF POSITION:**

We are looking for an individual with a passion for Christian young adult's ministry, a warm, flexible, people-oriented self-starter, who demonstrates a strong passion for Christian living. The primary function is to serve as director of programs for our Young Adults On Skype ministry, organizing and coordinating with all aspects of The Voice Inc.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences. The position will coordinate communication with young adult members, speakers, moderators, and make sure the vision of the ministry is accomplished. This position reports directly to the Executive Director of The Voice Inc.

### **JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Learn and support The Voice mission statement and the goal of the Young Adults on Skype, and stay current with local, national and international trends with young adults
2. Develop and engage existing YAS membership through interaction with the community, which may include participation in the weekly activities and fund-raising activities.
3. Recruit, train, assign and supervise speakers, moderators, volunteer and intern staff, attend professional development training, and prepare volunteer schedules, assuring adequate volunteer staffing for each weekly session.
4. Prepare all weekly calendar for the YAS year and maintain, update YAS related publications (Facebook, Twitter, Instagram, newsletters, website updates, and the annual report).
5. Assure that meeting platform is kept secured and technology-related issues and functioning and Keep accurate membership, attendance, progress reports and track the growth of all members.
6. Attend the four statutory meetings of The Voice Board of Directors; Second Saturday of September, December, March, and June. Meeting is usually 10am to 12noon online.

## **QUALIFICATIONS:**

1. Individuals applying for this position must have a passion for Christian Faith Formation and Youth and young adult's development, as evidenced by the history of involvement in church leadership (church council, committees, young adults ministry, etc.).
2. Bachelor's Degree minimum, and 3+ years' experience in a young adult's ministry.
3. Strong organizational, motivational, and communication skills; writing, computer.
4. Ability to listen and teach, have a creative and teachable spirit, with sensitivity to the learning needs of young people.

## **Application Process**

Applications should be submitted via email to [thevoicefingerprint@gmail.com](mailto:thevoicefingerprint@gmail.com)

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. and Young Adults on Skype (2 pages) and
3. Résumé (maximum three pages) and three references (include both employment and character references).