



JOB OPPORTUNITY

Mission and Youth Outreach Coordinator- Part Time

Oak Hill Presbyterian Church (PCUSA), a small, vibrant neighborhood congregation in south St. Louis, seeks a part-time Mission and Youth Outreach Coordinator to assist in our ministry of doing justice, loving kindness, and walking humbly with God. For more information on our congregation and ministry, please see www.oakhillpcusa.org.

Job Description

The Mission and Youth Outreach Coordinator helps the congregation reach out and share the love of God in our neighborhood and greater community. This new position is being created because of the exciting successes we are seeing in two areas of our ministry- mission and youth outreach. In 2011 the congregation had a dream of building a site to host local mission teams. By 2012, we had AMEN St. Louis (www.amenstlouis.org) up and running. In 2015 we had 23 different church, school, and non-profit groups stay with us and serve in the city.

Our youth outreach is more recent. This summer we started hosting monthly gatherings that have attracted a diverse group of neighborhood youth. In our neighborhood, there is no recreation center or afterschool program. We dream of changing that and are looking for a creative, passionate, faithful leader to join our team and help us grow in these two ministry areas.

This position reports to the Pastor and will work closely with the congregation's Mission Committee and the Worship and Christian Education Committee. The position is funded at \$15/hr with an expectation of 15 hours per week. It is partially grant-funded, for one year, with opportunities for extension.

MISSION

- Schedule visiting mission teams staying at AMEN St. Louis.
- Coordinate work projects for visiting mission teams.
- Maintain communications with visiting mission teams, service site partners, and congregation.
- Explore opportunities for new mission partner organizations.
- Coordinate mission trip logistics- to include monitoring supplies, managing mailings, billing, and invoicing.
- Maintain website and social media pages.
- Collaborate with Summer Site Coordinator and AMEN Volunteer Chair on house and mission planning.
- Other duties as assigned.

YOUTH OUTREACH

- Reach out, engage with, and maintain regular contact with congregation and neighborhood youth.
- Organize, promote and supervise biweekly activities to be held at church or other local venues- to include open gym night, service projects, cultural outings, student community organizing, and more.
- Coordinate our already successful monthly Human Foosball gathering.
- Maintain and coordinate an active team of adult volunteers to assist with the ministry.
- Maintain communications with congregation, youth, and neighborhood.
- Maintain records and statistics for grant reporting.
- Other duties as assigned.

QUALIFICATIONS

- Strong personal faith, biblical literacy, progressive theology, and an appreciation for the Reformed Tradition.
- Bachelor's Degree Preferred.
- A passion for youth and mission.
- Strong leader with excellent people skills and organizational skills.
- Computer literate and social media savvy.
- Willingness to grow with the program and through continuing education opportunities.
- Valid driver's license and clean driving record.
- Prior experience with youth and/or mission preferred.

To apply:

Please send cover letter and resume to Oak Hill Presbyterian Personnel Committee at:

Oak Hill Presbyterian Church

4111 Connecticut St.

St. Louis, MO 63116

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fax: 314-664-5525