

Position Opening: AMEN St. Louis Director



AMEN | Saint Louis – A Ministry Embracing the Neighborhood.

We are a mission of Oak Hill Presbyterian Church, a small, urban church, located in South St. Louis, Missouri. We provide mission experiences and housing for church groups, youth groups, college groups, activists, and others seeking to serve in the city. Groups of all kinds stay in our AMEN House and head out on daily service projects with a variety of local agencies.

The AMEN St. Louis Director will coordinate all activities of the AMEN St. Louis ministry. This includes:

- Managing communications with all mission trip groups – this includes making group reservations, sending forms, processing payment, scheduling work site activities, developing weekly calendar for each team, and all emails/calls with team leaders.
- Interviews, hires, and supervises summer staff and volunteers.
- Nurturing and maintaining relationships with partner agencies.
- Developing mission program resources – this includes writing a devotional for teams to use when at the house, finding local speakers on pressing community issues, creating resources for engaging in theological inquiry and reflection that match the experiences teams have on the ground.
- Maintaining financial records, completing invoicing, and tracking program statistics.
- Maintaining AMEN House needs and supplies – this includes reporting of any building damage or issues, overseeing cleaning and maintenance, and purchasing necessary building and program supplies.
- Developing a ministry procedure manual and updating current ministry program materials.
- Fundraising – this includes grant writing.
- Advertising – this includes sharing the story of this ministry, maintaining the website and social media pages, and looking for new ways to recruit teams to serve and stay with AMEN St. Louis.
- Other duties as assigned.

The AMEN St. Louis Director will work closely with the Oak Hill Presbyterian Church Mission Committee and will report to the Pastor.

Part time- 20 hours per week, year-round. \$25,000 per year plus two weeks vacation, no benefits.

Please submit a cover letter and resume to amenstlouis@gmail.com by June 22, 2018. We hope for the new Director to start in July 2018. More information about AMEN St. Louis can be found at www.amenstlouis.org.