

YATC Community Coordinator: 20 hour a week position, \$30/hour

The Young Adult Transformation Collective is a dynamic new ecumenical community of young adult transformation programs with conversation partners in youth ministry, collegiate ministry, camps and conference centers, seminaries, and more. We are seeking a visionary colleague to serve as our community coordinator, cultivating connective relationships with current Collective members, while also continuing to grow our vision of an expansive ecosystem in which each of these programs can thrive. This position is part-time, remote, at \$30/hour. If you, or someone you know, is passionate about emergent spaces where incredible work and ministry is happening, you might be just who we are looking for! Please send a letter of interest and your resume to youngadulttransformation@gmail.com to apply.

Coordination

- Coordinate with members and partners and corresponding staff
- Direct and support member staff efforts as they contribute 5 hours to YATC each month
- Support board in utilizing their resources and gifts

Building Relationships

- Build relationships with potential partners and members as identified by and in collaboration with YATC Board and member sites
- Maintain YATC recruitment lists (members, partners, participants, alumni)
- Maintain the YATC advisory board roster
- Attend and participate in monthly YATC advisory board meetings
- Maintain MOUs (memoranda of understanding) of members and partners to ensure they are up to date and accurate for evolving relationships

Implementation and logistics

- Manage discernment process for applicants to member programs, including communication with applicants and conducting intake interviews
- Strong working knowledge of technology: facilitating virtual meetings, and other tech needs
- Update website, using SquareSpace, on a regular basis
- Manage social media
- Monitor finances and share ongoing updates with YATC advisory board
- Follow financial policies for processing finances including reimbursements, bills, and invoices
- Create and share annual budget in coordination with YATC advisory board and members

Support and Supervision

- Report to YATC Advisory Board, including monthly staff report for board meetings
- A sub-committee from the YATC Advisory Board will support and supervise staff member, including annual reviews, discussion of compensation package, and support as needed

This position is supervised by the YATC advisory board, and the Community Coordinator is not expected to fundraise for their own salary.