

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

College Ministry Associate

Summary: The College Ministry Associate leads in connecting congregants ages 18-22 to God and one another, through robust hospitality, community engagement, and focused programming to support ongoing spiritual formation.

Location: Bethany Green Lake

FLSA Status: Exempt, Part-time, 16 - 20 hours/week

**This position may be combined with other open part-time positions at Bethany Green Lake.*

Classification: Temporary - Nine months, Renewable

KEY RESPONSIBILITIES

- Develop and implement opportunities for college students to build relationships with one another and with the Bethany community, including collaborating with other ministries such as wilderness ministries, small groups, classes, Children, Youth and Family Ministries, service within the church, and service through Local Outreach and Global Ministries.
- Coordinate and promote College Ministry events and opportunities, advocating for ministry visibility within the church community.
- Perform other duties as a member of the Bethany Community Church and Bethany Green Lake Staff and, or as the situation arises/assigned by supervisor.

POSITION QUALIFICATIONS

- Four-year college degree strongly preferred
- Biblically grounded follower of Jesus and lifestyle that reflects devotion to Christ
- Passion for the unique time of life that is College
- Conversant in faith and young adult issues
- Contagious enthusiasm for learning
- Excellent public speaking and written communication skills
- Strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing

OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is Sunday–Thursday, 16–20 hours/week, with occasional availability required on Fridays and Saturdays.
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
- Working Conditions:* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking. Non-smoking building and environment.
- Compensation:* Dependent on experience.
- Benefits:* *Not available for this position, unless combined with another position and over 30 hours/week.* Paid Safe and Sick Time (PSST), which requires employers to provide paid-time-off, is provided in accordance with the City of Seattle PSST Ordinance.

This job description is intended to describe the general nature of this job and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church and does not establish a contract for employment.

