

**Job Description**  
**Interim Administrative Assistant for Youth Ministry Connections**  
**Presbytery of Detroit**

**Scope of Job:**

Responsible for assisting the PYC in planning and coordinating the 2019 Youth Mission Blast (two weeks), connecting and communicating with the local youth groups and those churches already scheduled to attend from out of the Presbytery.

Part-Time – no more than 8 hours/week.

Compensation \$20/Hour

**Reports to:** Rev. Sarah Godbehere, PYC workgroup Mission Blast leader

**Job functions:**

- Plan the 2019 Detroit Mission Blast.
  - Identify, contact, and arrange for mission opportunities with local organizations for the 2019 Mission Blast.
  - Plan 1-2 fun Detroit area activities.
  - Arrange housing for mission teams in Presbytery of Detroit churches.
  - Coordinate with churches in the Presbytery to provide 3-5 meals for mission teams.
  - Publicize the Detroit Mission Blast for Presbytery churches and youth groups.
  - Communicate with churches/youth groups already scheduled to attend, both inside and outside the Presbytery.

**Characteristics and background for a coordinator:**

- Excellent organizational skills
- Active Christian faith with present worship attendance in church
- Excellent computer skills required
- Event planning experience
- Effective at empowering and delegating
- Knowledge of Presbyterian polity and function

For more information, please contact Rev. Joanna Dunn, Chair of the Presbyterian Youth Connection at [joanna@universitypres.org](mailto:joanna@universitypres.org).