

MISSION

We're on a mission to point people to Jesus. For over 60 years we have pursued the same mission in Kelowna and we're just getting started. Want to be a part of the mission? Let's chat!

CONNECT

www.trinitychurchkelowna.ca
(250)860-3273
@trinitykelowna

APPLY

Please send resume and cover letter to sstanley@trinitykelowna.ca

ROLE

- Start Date: ASAP or by September 5, 2023
- Full-time, Permanent

Trinity Church is looking to hire an individual with a passion for all things NextGen. We are looking for someone that catches the vision of strategic discipleship and what it looks like to journey alongside kids, students, and families from the nursery right up into young adulthood. This role will serve as the admin lead for all aspects of systems and logistics in our NextGen ministry, with a focus on details and ensuring organization and strategic connection through kids, youth, young adults and families.

In this position, you would report to the Director of NextGen and work closely with the Trinity Kids Pastor and Youth Pastor on cross-departmental initiatives that serve families, our faith community, and our city.

This role will have an emphasis on logistical and administrative support. Thriving in this role means having a heart that is both passionate about people and organizational infrastructure. You win when the NextGen team is able to execute a ministry environment that moves the mission and vision of Trinity Church forward for kids and families in a safe, effective and meaningful way.

SKILLS

- Teamwork
- Adaptability
- Organization/Administration
- Communication
- High-capacity
- Budget Planning and Management
- Cultural Astuteness
- People-oriented

The following are not required, but considered **assets**:

Working knowledge of:

- Excel
- Canva
- Planning Center Online
- Outlook
- Microsoft Teams
- Share Point

RESPONSIBILITIES

Support the mission, vision, and values of all ministries within Trinity Church by leading and living out NextGen values:

- Cultivate Communities of Belonging
- Grow Life-long disciples of Jesus
- Empower Kingdom Leaders
- Engage & Equip Families & Parents

Database Management

- Manage and maintain an up-to-date database for kids, families, and volunteers for Trinity Kids, Youth & Young Adults
- Use this database to manage the logistics for sending birthday cards, mail outs, event registration details & communication, and MIA families for both kids and youth
- Manage the MailChimp database for Trinity Kids and Youth
- Responsible to manage forms, registration, and communication for NextGen special events including but not limited to parent/child dedication; retreats, family experiences; and community building events
- Track Trinity Kids, Youth and Young Adults numbers for families, kids, and volunteers. Create a weekly report to help our team understand what story the data is telling.

Volunteer Coordination

- Support Trinity Kids and Youth Welcome teams in creating a remarkable first-time experience for new families and students by managing iPads, printers, back-end check-in system, etc.
- Follow outlined processes for following up with new families
- Follow processes to engage and quickly onboard and place new volunteers across NextGen and ensure a solid handoff to ministry area that includes P2P

RESPONSIBILITIES

Communication & Admin Tasks:

- Update the website weekly for all areas of NextGen
- Write & publish the weekly emails for Trinity Kids and Youth
- Manage calendars for NextGen Director, Youth Pastor and Trinity Kids Pastor
- Book NextGen meetings and manage the team calendar
- Lead the communication efforts for events and other NextGen ministry initiatives
- Coordinate ministry initiatives between the NextGen department and others
- Track NextGen budgets and assist with NextGen requisition forms
- Ordering of office supplies and other product for the team and keeping supplies stocked and up to date

Weekly Rhythm:

- Monday - Database Management (4 hours)
- Tuesday - Volunteer Coordination (8 hours)
- Wednesday - Communication & Admin (8 hours)
- Thursday - Event Planning & Other (8 hours)
- Sunday - Trinity Kids (4 hours)
- **Remaining 8 hours dedicated to team and staff meetings, occasional support on Wednesday at youth, other tasks, etc.

REQUIREMENTS

Posture of Humility and Learning:

- Our team functions in a culture of "high trust, low ego" which permeates how we lead and interact with one another

Culture & Teamwork:

- Ability to communicate with vision and mission for current and potential volunteers.
- Always seeking to grow, learn and be challenged, be a student of family discipleship and NextGen culture
- Strong ability to connect with volunteers and parents
- A strong team player who's more concerned about getting it "right" than getting it done or getting the credit.

Consistent & Adaptable:

- This role will balance admin pieces that will continue to happen consistently and intentionally as we strive to journey alongside families, as well as elements of ministry that are changing and unpredictable. An ability to maintain stability and embrace inevitable variables will help our team thrive together!

PROTECTION SCREENING

All applicants will be required to complete a Criminal Record Check.
Post open until position filled.