

**Green Acres Presbyterian Church  
Youth Ministry Assistant Job Description**

**Department:** Youth Ministry

**Reports to:** Director of Faith Formation & Outreach Ministries

**Hours:** 10 hours per week

**Salary:** \$12.00 - \$15.00 based on experience

**Exact hours to be negotiated at time of hire**

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**Qualifications:**

- Strong social skills
  - Strong communicator who works well independently and with a team
  - Strong computer and social media skills a must
  - Ability to work well with people of all ages
  - Christian background preferable
  - Possess energy, enthusiasm and creativity
  - Positive attitude and a strong willingness to learn and become proficient in new apps and programs when required.
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**Responsibilities:**

- Assist with planning and executing fundraisers
- Help with planning and organizing events
- Coordinating volunteers for various youth events and fundraisers
- Communication for Youth related events through bulletin announcements, emails, and texts
- Utilizing and updating social media for the Youth Program including Facebook, Snapchat, and Instagram
- Other youth ministry support tasks as determined by the Director of Faith Formation & Outreach Ministries

**For additional information please contact:**

Green Acres Presbyterian Church

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