

## Associate Director of Young Adults

### Overview

The Associate Director of Young Adults is responsible for building a thriving young adult ministry for 20-somethings at CPC. As a member of the Groups team, they will participate in the work and efforts of outreach and connecting people to CPC, with a primary focus on young adults in and around the community. This person will be successful when the engagement of young adults is growing both in depth and breadth, volunteers are empowered to lead, and this demographic is increasingly a part of the fabric of CPC.

### PRIMARY RESPONSIBILITIES

- Pursue, build, and maintain relationships with young adults
- Intentionally develop volunteer leadership amongst young adults, empowering them to be leading and executing ministry to 20-somethings
- Build a program cadence to reach both existing and new young adults, providing a mix of outreach and opportunities for people to grow deeper in their faith
- Work to engage young adults in the life of the church and collaborate with CPC departments to ensure we are offering accessible and relevant opportunities for engagement
- Collaborate and participate in developing and implementing Alpha with young adults, leveraging it as a tool for ministry
- Participate, with others on the Engagement team, in the continued development and growth of CPC's new member process for young adults

### OTHER DUTIES

- Meet regularly with the Pastor of Groups & Community Life for development, encouragement, feedback, and accountability
- Actively participate in and attend weekly Groups team meetings
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Communicate effectively with staff, congregation, volunteers, visitors, and vendors
- Participate in various CPC special weekend services and events
- Other duties as assigned

### MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Ability to connect and lead others in authentic and relational ways
- Proactive communicator, collaborative spirit, and team player
- Proven track record of recruiting, training, and sustaining a volunteer leadership team
- Strong organization and detail-orientation skills
- Confident self-starter and multi-tasker
- Working knowledge of Microsoft Office and Google Workspace
- 3-5 years of ministry experience relevant to the role

**PREFERRED REQUIREMENTS**

- BA/BS degree relevant to ministry work and ministry experience
- Experience using Planning Center Online (PCO)

**PHYSICAL REQUIREMENTS**

- Ability to walk or move about in order to accomplish tasks
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

**POSITION REPORTING:** Associate Director of Young Adults reports to the Pastor of Groups & Community Life.

**HOURS:** This is a full-time (40 hours a week), year-round, exempt, and salaried position. The work schedule is Sunday–Thursday.

*This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.*

**APPLICATION DETAILS:** To apply for the position, please contact us via email at [employment@cpcedina.org](mailto:employment@cpcedina.org). Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

For further information, or to submit your application materials, please mail: [employment@cpcedina.org](mailto:employment@cpcedina.org)