

**POSITION DESCRIPTION INFORMATION
COOPERATIVE BAPTIST FELLOWSHIP**

TITLE:	Young Adult Ministries Manager
EMPLOYMENT STATUS:	FT Exempt
DEPARTMENT:	Congregational Ministries

RESPONSIBILITY: The Young Adult Ministries Manager is a strategic position within CBF (Cooperative Baptist Fellowship) to connect congregations, young Baptists (primary focus is the young professional demographic), and partner organizations with key resources for and from the Fellowship and its partners. Responsibilities include:

REPORTS TO: Coordinator of Congregational Ministries

RELATES TO: Congregational Ministries Team

SUPERVISES: N/A

Essential Functions:

Young Baptists in the Congregation

1. Provide leadership to the long-term needs of young Baptists in congregations.
2. Develop research-based strategies and resources to help congregations better understand and engage young Baptists.
3. Develop and lead mentoring program for young Baptists
4. Develop a culture of calling for congregations and for college-aged students
5. Create resources to engage young Baptists directly
6. Collaborate, coordinate, and monitor activities related to the Young Baptist Ecosystem, serving as a primary point of contact for those interested in YBE work and engagement.
7. Heighten CBF presence with strategic engagement of congregations in VA, NC, SC, GA, and AL that are most engaged with Young Baptist
 - a. Attend services in key state congregations regularly to preach or bring encouragement.
 - b. Develop strong working partnerships with State and Regional Organizations (SRO) Coordinators and Associates.
8. Invite and expand collaboration with additional SROs

Congregational Resources

1. Engage resource needs of congregations and assist with prioritization of resources to create or recommend. Develop resources in collaboration with CBF staff, partners, or SROs (4 per year for digital distribution).
2. Write monthly CBF blog posts highlighting resources and/or Young Baptists.
3. Give leadership to the resource development work of the Ministries Council.
4. Curate and maintain a resource library from across CBF congregations and partners to share across the Fellowship.
5. Participate in Network meetings as available or when requested by Networks

REQUIREMENTS

EDUCATION: Master Of Divinity (or equitable degree) preferred.

EXPERIENCE: Experience as a program and curriculum designer, group facilitator and Christian education leader.

SKILLS:

- Advance proficiency is Microsoft Office, Adobe Acrobat, social media, and communication platforms (MailChimp, Constant Contact, etc.)
- High relational skills with ability to quickly establish rapport with clients, partners and CBF constituency both internally and externally.
- Ability to communicate complex information clearly in writing and in oral presentation to a range of audiences.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- A fast learner with strong curiosity towards obtaining new knowledge and skills for professional growth and improvement.
- Highly resourceful team-player, with the ability to be effective independently.
- Proven ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities, anticipates challenges and proposes solutions.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, clients, partners and others.
- Self-motivated

PHYSICAL: While performing the duties of this job, the employee is regularly required to remain stationary, communicate and exchange information. May be required to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

COMMITMENT: Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment. Employee must possess exemplary Christian character with a commitment to the mission of CBF.

ACKNOWLEDGEMENT AND AGREEMENT WITH ABOVE JOB DESCRIPTION:

Employee

Date

Supervisor

Date