

Cedar Lane Unitarian Universalist Church

Position Title: Youth and Young Adult Coordinator, Multi-platform Engagement

Reports to: Director of Religious Education (or equivalent)

Supervises: None

Schedule: 20 hours per week; will include some Saturday and Sunday hours, as well as weekday evening responsibilities

Part-time, non-exempt position

Job Responsibilities:

The Youth and Young Adult Coordinator, Multi-platform Engagement is responsible for leading and coordinating Cedar Lane's virtual and in-person youth-focused (ages 11-17) and young-adult (ages 18-24) focused programming to support faith formation; contribute to an integrated multi-generation congregation; and build connections among youth and young adult members of Cedar Lane.

Job Duties:

- Effectively utilizes a variety of online and social media platforms popular with youth and young adults to engage them in age-appropriate programming that supports faith formation, builds connection among youth and young adult members of Cedar Lane, and fosters leadership development.
- Creatively meets the needs of youth and emerging adults in a multi-platform (i.e.: online and in-person) setting; acts as Cedar Lane's multi-platform expert for youth and emerging adults, helping to shape and lead Cedar Lane's multi-platform youth ministry.
- Promotes an integrated approach to faith formation in which youth and emerging adults are encouraged to participate in the larger life of the church. Supports youth and emerging adults to establish and maintain relationships with adult lay leaders.
- Acts as a resource for youth, emerging adults, parents, and volunteers for the popular Our Whole Lives (OWL) human sexuality curriculum. Promotes open, non-judgmental conversations that build understanding of human sexuality and the diverse ways that it is expressed. Coordinates OWL volunteer training as needed.
- Supports a Young Adult Ministry Team with lay leaders from the congregation.

- Engages in establishing a campus ministry with local universities and colleges.
- Plans and coordinates all aspects of off-campus trips/activities, overnights, and visits to other houses of worship for youth and emerging adults.
- Plans, coordinates and is present at on-site faith formation activities for middle and high school youth.
- Participates in rituals and rites of passage for youth and emerging adults students in a multi-platform setting.
- Recruits volunteers for youth and young adult programming as necessary, including volunteers to facilitate on-site classes and service projects, as well as volunteers accompanying and supervising youth on multi-night trips.
- Attends bi-weekly staff meetings, and weekly supervision meetings.
- Ensures completion of all administrative tasks needed for successful youth and young adult programming, including those tasks required by Cedar Lane. Examples include keeping accurate attendance records; safety documentation; and records of volunteer eligibility. Orders supplies for youth programming. Makes travel reservations.

Knowledge and Skills Required:

Strong interpersonal and communication skills; comfortable interacting in-person and virtually with middle and high school youth, their families, and other members of the congregation. Must be able to act as a mentor to and be able to supervise youth and young adults. Must have experience working with youth, and be familiar with youth development. Must provide a non-anxious presence for youth and young adults.

Excellent organizational skills and computer skills, including familiarity with 1) social media (i.e.: Instagram, Twitter, Facebook) and online platforms such as Discord, Roblox, Zoom, and SignUpGenius; 2) databases; and 3) Google Workspace, as well as MS Office products. (Note that Cedar Lane is completing a transition to Google Workspace as the organization's primary communication and coordination tool.)

Comfortable discussing human sexuality with middle and high school youth, as well as their families. Supports the inclusive values of the OWL curriculum (<https://www.uua.org/re/owl>).

Comfortable working in a religious setting and familiar with Unitarian Universalist values and principles.

Strong commitment to anti-racism work within themselves and within the greater community.

Undergraduate degree preferred; professional experience also considered.

Location: The Youth and Young Adult Coordinator, Multi-platform Engagement is expected to work regularly onsite in Bethesda, MD. Some tasks may be performed remotely; a remote work agreement between the employee and the employer will be completed.

Compensation: Starting hourly wage \$19.00 - \$21.00, dependent upon experience. Access to benefits, including health insurance (employee only or family); dental insurance; life insurance; LTD insurance; and a retirement plan with employer contribution.

Paid time off includes vacation and sick days, as well as holidays.

To Apply: Please send a cover letter and resume to staffsearch1@cedarlane.org by **Friday, July 23, 2021**. Please include your name and the position you are applying for in the subject line.

Cedar Lane Unitarian Universalist Church is an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

No phone calls, please.