



Job Description

Job title	<i>YLD Ministry Support – Central Admin Team</i>
Reports to	<i>YLD Lead Pastor and Director of Operations</i>

Who we are?

Richmond Hill Christian Community Church (RHCCC) is a Christian faith-based, evangelical church with 35 years of history serving in the Richmond Hill and Greater Toronto Area. Our congregation is over 4,000 people and in three difference languages, Cantonese, English and Mandarin. To learn more about RHCCC, visit rhccc.ca

What is the opportunity?

In partnership with families, the Young Life Development (YLD) Ministry aims to grow a solid and authentic faith in the lives of our children and youth so that they become life-followers of Jesus Christ.

Together with the Children and Youth Ministry staff team, the YLD Ministry Support member provides the administrative and ministry support for the assigned CM and/or YM programs and special programs/events based on your experience, spiritual gifts, and calling. This is a position for someone willing to learn, grow and contribute to our team.

What will you do?

Central Admin - YLD Ministry Support team members are responsible for the following ministry areas:

- Children Ministry (CM): Provide admin support to children's ministry programs: <https://rhccc.ca/en/connect/children/>
- Youth Ministry (YM): Provide admin support to youth ministry programs: <https://rhccc.ca/en/connect/youth/>
- YLD: Volunteer Recruitment, Training, Database Support, Central Support role

What do you need to excel?

- A mature Christian and commit to the philosophy, values, mission and Tenets of Faith of RHCCC.
- A passion to impact and win children and youth for Jesus Christ
- A team player with strong interpersonal, communication, organization, and administrative skills.
- Proficiency in using Microsoft office applications, MailChimp platform, along with knowledge of social networking/video sharing websites/media, e.g. Facebook, Instagram, and other graphic design or video editing programs are an asset.
- Fluency in both English and Chinese is an asset.

Working conditions

- Available to serve and support CM or YM on Sunday morning, Wed & Friday nights, and special ministry events as needed.
- Attend meetings during weekdays, and some evenings and weekends as necessary
- Access to a car for YLD ministry supply purchases.
- Some lifting of items such as cases of bottled water, Bibles, etc. required.

Reporting structure

You will report to the YLD Lead Pastor and Director of Operations.