Overlake Christian Church
Job Description

Job Title: Student Ministries Program Manager
Department: Student Ministries
Reports To: Lead Student Ministries Pastor
Supervised By: Jodie Blemker
FLSA Status: Prepared Date: November 2021

SUMMARY

Overlake Student Ministries is looking for an innovative and creative individual who will join our vision in creating a safe place for every student to be LOVED, KNOWN, HEARD, SUPPORTED, AND CHALLENGED by a caring adult. We are looking for someone who loves Jesus, teenagers, and can use their creative talent to build a weekly experience that engages a multi-ethnic community. If you are self-motivated and driven to create opportunities for students to experience and be transformed by the love of God, we’d love to meet you.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create a fun and engaging environment for SM programming.
- Oversee SM social media content
- Manage and update SM website content
- Creating promotional content for SM programs
- Recruit, train, and care for student and adult leads serving on ministry teams.
- Schedule teams using planning center
- Creative support and implementation for camps and events.
- Develop and implement creative resources for students and small group leaders as needed
- Host/co-hosting for programs/special events
- Participate in the teaching rotation for both MSM & HSM

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience – College degree & experience working with students, ministry experience preferred

Abilities - Able to function independently, self-directed and motivated. Must be discerning, caring and have a desire to serve the Lord. Able to work with multiple people, projects etc., multi-tasked individual, systematic, quick, organizational and people skills a must. This person needs to possess the ability to remain calm, peaceful and maintain a professional attitude, maintain interpersonal relationships and able to prioritize workload while meeting deadlines.
Reasoning Ability – Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems involving several variables in standardized situations.

Computer skills - must be proficient in computer skills, current versions of MS Office, MS Outlook. Ability to learn church specific software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May require a flexible work schedule as changes in ministry occur. Must be able to lift 25 pounds.

WORK ENVIRONMENT

The work environment is a facility for Young Adults. There are times that you will receive interruptions and additional projects when you least expect it. There will be daily interaction with youth, staff members and parents. Each position on our staff needs to be an encouragement to those around us in order for the work we are called here to do to be successful. Must remain flexible with various changes and deadlines.

MEMBER OF OVERLAKE CHRISTIAN CHURCH

It is the church's desire that you be a member of the church in order to be considered for this position. Employment is also subject to adhering to a Christian standard of living in which a deviation of this standard may impact eligibility to be employed at OCC.

This job description has been reviewed with me and I understand that this is my current job description as of ______________________________.

Employee Name: ______________________________ Signature: ______________________________