



## **Youth Alive Vic Academy Administrator - Position Description**

**Youth Alive exists to Reach, Raise, Resource, Revive young people with the message of Jesus Christ. This is outworked through the running of large-scale Christian youth events and leadership training initiatives.**

Youth Alive Victoria is seeking an innovative, people centred and high performing Christian leader to fulfil a 1 day a week (0.2) administration role for the Vic operations of our Academy. This is your opportunity to have a positive impact on the next generation of leaders and pastors by optimising the delivery of all Youth Alive academy operations. The successful applicant will also have opportunity to minister in the Melbourne location under the mentorship of our State Academy Director.

### **To be successful in this role you will require:**

- Proven and successful experience in administration.
- Experience in leading and managing the delivery of Christian events
- Be in good standing with, and committed to your local church.
- Knowledge of & leadership experience in Youth Ministry
- An understanding of organization management and planning principles.
- Competency on Google Apps (Gmail / Drive).
- Good communication skills

### **The successful applicant will be engaged to operate in the following key roles:**

- Assist in organisation of weekly Youth Alive Academy programs.
- Support State director with needed tasks.
- Support State Academy director with management of Academy administration
- Liaise with students regarding involvement in Vic Academy events.
- Responsible for planning and execution of occasional Academy events (interstate retreat, Victorian retreat & spiritual intensive).
- Liaise with students regarding engagement in YA events
- Management of Academy runsheet and semester plans in conjunction with Academy Director.
- Coordinating student enrolments with national office.
- Assisting in growing network of students.

**Hours:** 8 hours per/week

**Role Duration:** 12month contract with the potential of re-contracting 2023.