

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment: Downtown Director of College & Young Adults

Job Title: College & Young Adults Director **Department:** College & Young Adults

Hired By: Downtown Minister of Campus Development **Reports To:** Downtown Minister of Campus Development

Location: Downtown

Status: Full Time Exempt

Proposed Employment Category: IIIA

Summary of Position: This position will be responsible for developing leaders, implementing programming and leading teams for both the Downtown College Ministry (ages 18-22) and Young Adults (ages 20s-34).

Purpose: To make disciples, recruit and train leaders, create and manage ongoing programs, and invest in college and young adult attendees to grow in greater maturity in their walk with Jesus.

Duties and Responsibilities:

All things associated with the Downtown College & Young Adults ministries, including, but not limited to...

1. Development and oversight of College Ministry, including recruitment and leadership development, volunteer management, Life Bible Study ministry, Gather events, Grow opportunities, Give opportunities, local outreach and evangelism, mission trips, etc.
2. Development and oversight of Young Adult Ministry, including recruitment and leadership development, volunteer management, Life Bible Study ministry, Gather events, Grow opportunities, Give opportunities, local outreach and evangelism, mission trips, etc.
3. Assimilate first-time guests who are college students & young adults into the Houston's First community
4. As part of Downtown staff team, ensure alignment of College & Young Adult departments to the mission, vision, values and strategy of Houston's First
5. As part of Downtown staff team, support and participate in campuswide events and initiatives outside of department area
6. Collaborate with College & Young Adult staff from other campuses for churchwide events and initiatives related to department area
7. Support and participate in churchwide events and initiatives
8. Collaborate with other like-minded College & Young Adult ministries for kingdom impact
9. Continually growing in knowledge, current practices, trends, etc. to effectively reach and minister to current College & Young Adult community
10. Other duties as assigned by Campus Pastor and Minister of Campus Development

QUALIFICATIONS:

- A strong Christ-follower who identifies closely with the mission, vision, strategy, and values of Houston’s First Baptist Church
- A mature Christian who is growing in their personal walk with the Lord through ongoing personal Bible Study, prayer, and service
- A team player, who works collaboratively with other departments and staff members
- Experience in and passion for evangelism and discipleship
- The proven ability to train, lead, and care for others
- Strong leadership skills combined with exceptional relational ability
- Effective written and verbal communication skills
- The proven ability to identify, equip and lead a team of ministry volunteers
- A current understanding of college & young adult culture, with a willingness to continue learning and adapting strategies to reach them
- Bachelor’s degree from an accredited college or university, or equivalent professional or ministry experience.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- Language skills Math skills Reasoning ability
- PC skills: Windows MS Office MS Outlook MS Excel
- Other: MAC software and programs

- Administration Service to others Teacher/Leader
- Good Communication skills Team builder Self-disciplined
- Servant leader Decision maker Strong work ethic
- Empathy for ministry partners Attention to detail
- Other:

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience
- Personnel Management experience preferred
- Church Staff experience preferred Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Downtown Minister of Campus Development

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
 Continuing Education Specialized training Occasional travel
 Other: [Click here to enter text.](#)

Prepared By: Peter Lee

Title: Downtown Minister of Campus Development

Date Prepared or Revised: July 24, 2024

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name