

POSITION DESCRIPTION
Michiana Youth Ministries, Inc.
LOGmichiana

POSITION: Executive Director
STATUS: Full-time
WORK SCHEDULE: Flexible hours including some nights and weekends for events
REPORTS TO: Board of Directors
SALARY RANGE: \$38,000 to \$45,000 commensurate with experience, education, and skills

VISION: Michiana Youth Ministries strives to give youth opportunities to build a foundation for a spiritual life that lasts a lifetime. Through their experiences, LOG participants will have a deeper relationship with God and will use their faith as a resource for support and guidance. MYM envisions that participants will grow into caring, responsible adults who are leaders in their professions, community, and faith.

MISSION: Michiana Youth Ministries offers high school students peer-led weekend retreats in which they can experience the love of God, enjoy Christian community, and grow in servant leadership.

The Executive Director will be responsible for all duties outlined below. This does not require that the Executive Director perform all said duties but to ensure all are completed satisfactorily to accomplish the vision and mission of LOGmichiana.

DUTIES:

Operational

- Plan, execute, and oversee all LOG weekends to include but not limited to procuring facilities, planning menus, maintaining necessary inventory of food and other supplies, registering applicants, arranging for musical talent, ensuring safety and security of all participants, and commemorating retreats through photos, notes, etc.
- Prepare team leaders for LOG weekends by recruiting student and adult leaders, procuring facilities, maintaining necessary inventory of food and other supplies, ensuring safety and security of all participants, and determining specific roles for retreat weekends
- Review past initiatives, envision and recommend plans for expanding the LOG ministry to the Board, and implement those that are approved

Communication

- Maintain regular communication with youth, parents, and adult leaders currently involved in LOGmichiana using a wide range of tools to ensure maximum message exposure
- Develop, implement, and maintain communication strategies to reach and attract potential retreat participants, volunteers, and members of the faith community (both new to LOGmichiana and current supporters) found in youth groups and local churches
- Ensure all communication resources are current and used to fully maximize their respective benefits (i.e., website, social media, blog, shared calendars)
- Prepare and deliver monthly reports to the Board of activities, successes, challenges, and recommendations (metrics to be mutually determined)

Financial

- Participate in annual budget development process
- Manage fiscally responsible spending within annual budget and work closely with volunteers providing accounts payable and report-generating support
- Collect and deposit funds from team members, participants, and fundraising proceeds
- Ensure timely submission of Business Property Tax Form
- Nurture growth of emergency fund to equal one year's expenses

Fundraising

- Responsible for creatively and collaboratively raising funds to support and grow the annual budget
- Organize youth team for fundraising events

Relational

- Provide pastoral support for youth and adult leaders
- Maintain strong and supportive relationships with LOG and general community of high school aged youth
- Encourage ongoing alumni connectivity and involvement
- Support LOG participants/leaders through attendance at concerts, plays, and sporting events as schedule allows

SKILLS

- **Concern for Others**—Sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Leadership**—Willingness to lead (both self and others), take charge, and offer opinions and direction.
- **Management of Personnel Resources**--Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Initiative**--Willingness to take on responsibilities and challenges.
- **Adaptability/Flexibility**—Open to change (positive or negative) and to considerable variety in the workplace in terms of completion of tasks, hours worked, etc.
- **Innovative Problem Solving**—Ability to identify problems and root causes and create and implement innovative solutions.
- **Communication and Media**--Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Organizational**--Ability to stay focused on different tasks, and use time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieve the desired outcome.
- **Bilingual** (preferred but not required)

EXPERIENCE:

- Proven passion for youth ministry with ability to identify and foster potential in youth
- Pastoral or Servant Leadership experience
- Two-year degree with four years in the job market
- Six years removed from high school
- Attended or served on a LOG weekend preferred
- Non-profit experience preferred

For more info or to submit your resume,
email jobs@logmichiana.org