

PROVIDENCE CHURCH

Position Title: ProvCollege Assistant Director

Reports to: ProvCollege Director (Ashley Lynch)

Status: PT (10 hours per week)

Effective Date: July 2025

Position Summary: This role will provide collaborative leadership support for the College Ministry Director, focus on overseeing and developing Family Dinners, pursue meaningful connection with newcomers and continue to develop the ministry in alignment with God's leading.

Position Responsibilities:

- Directly oversee and facilitate bi-monthly Family Dinners
 - Lead the Family Dinner volunteer team and recruit leaders as needed
 - Prepare to teach Scripture regularly for Family Dinner
 - Oversee the planning and preparation of activities and content that align with the vision of Family Dinners, collaborating with the College Ministry Director and relevant volunteers
 - Attend Family Dinners and provide feedback to continually develop Family Dinner culture and community
 - Proactively welcome and pursue newcomers, and create a hospitable environment
 - Serve as the main communication channel with hosts
 - Manage inviting and scheduling hosts in advance for upcoming Family Dinners
 - Implement initiatives to connect relationally with hosts and appreciate them
 - Develop and implement a plan to roll out "second Family Dinner" each month
- Proactively assist College Ministry Director in personally following up and spending time with new college-aged adults (particularly men) from the Connection Center, online forms, and Family Dinners
- Co-lead the Student Leadership Team (SLT)
 - Determine strategic ways to empower the SLT to lead at Family Dinners
 - Alternate leading the SLT meetings every month with the College Ministry Director
- Assist ProvCollege Director in planning and facilitating occasional events
- Provide collaborative planning and leadership for the fall retreat
- Meet biweekly with College Ministry Director

Essential Skills and Experience:

- High school diploma required. Bachelor's degree in Youth Ministry or related field preferred.
- A clear testimony and ongoing spiritual growth and full agreement with Providence's Family Covenant
- Possesses training, experience, and passion for teaching Scripture
- Ability to lead large group gatherings
- Experience leading in a relational ministry setting (i.e. focus on discipleship)

- Strong leadership skills with the ability to inspire and motivate a team, foster collaboration, and achieve common goals
- Collaborative team player who is comfortable generating ideas, offering feedback and strategically assessing goals and outcomes
- Detail-oriented with strong project management skills, organized, and able to prioritize tasks
- Familiarity with GenZ characteristics, trends, and needs
- Proficiency in using social media preferred

Desirable Gifts, Qualities, Skills

Spiritual Gifts: Shepherding/Pastoral Heart, Leadership

Qualities: Relational, Creative, Collaborative, Teachable, Flexible

Skills: Strong interpersonal skills, Team building, Event Planning, Self-motivated worker

Passion for college-aged young adults to mature in their faith and develop an intimate personal relationship with Jesus.

Passion for connecting and integrating college-aged young adults into the local church.