

ICC Staff Team Job Description



Students, Family, and Missions Associate

Job Brief

As Island Community Church’s Students, Family, and Missions Associate, you will serve in a key ministry support role helping strengthen several strategic ministry areas at ICC, including Students and Young Adults, Family Ministry, Global Missions, and operational ministry support.

This role combines hands-on ministry leadership, volunteer coordination, ministry administration, communication, and operational support alongside ICC’s pastoral staff and ministry leaders.

You’ll help students find belonging, grow in faith, and live on mission, while also helping ensure that the staff and ministries of ICC are equipped, organized, and thriving. This role requires someone relational, highly organized, proactive, adaptable, and passionate about helping ministries operate with excellence and care. You will serve the church with both heart and skill.

Reports to: Associate Pastor of Students & Young Adults and Associate Pastor of Family Ministries, with collaborative support responsibilities alongside the Lead Pastor and Global Missions Director

Classification: Full-Time

Core Responsibilities

1. Student Ministry

Support the Director of Student and Young Adult Ministries in outreach, discipleship, and mobilization among undergraduate and graduate students.

Outreach Support and Leadership

- Partner with the Director to cultivate an evangelistic and welcoming culture among students.

- Coordinate and resource weekly on-campus outreach opportunities.
- Recruit, equip, and support student outreach leaders and teams.
- Develop and maintain clear pathways for new students to connect to ICC and community life.
- Support creative initiatives that engage the downtown and medical district student community.

Discipleship and Community

- Assist in developing and discipling student leaders through mentorship and training.
- Organize and oversee Student Community (StuCo) groups for effective discipleship and belonging.
- Ensure new and visiting students are welcomed and assimilated into the life of ICC.
- Help plan and facilitate environments that foster Scripture engagement, love for Jesus, and participation in mission.

Mobilization and Leadership Development

- Coordinate opportunities for students to serve in local and global missions.
 - Organize and support initiatives that help students grow in leadership and kingdom-minded living.
 - Help plan and execute the annual Student Graduation Commissioning and Legacy Club induction.
 - Assist with Legacy Club communications and connection efforts in collaboration with ICC staff.
 - Provide administrative and logistical support for student ministry events, gatherings, and retreats.
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2. Family Ministry Support

Provide operational, relational, and programming support alongside the Associate Pastor of Family Ministries to help create organized, safe, welcoming, and discipleship-focused environments for children and families.

Responsibilities

- Assist with Sunday and Wednesday Family Ministry programming and environments.
- Coordinate volunteer scheduling, communication, and support for Family Ministry teams.
- Help prepare classrooms, curriculum, supplies, and ministry resources.
- Assist with check-in systems, communication, organization, and ministry logistics.
- Support event planning and execution for Family Ministry initiatives.

- Help create welcoming environments and supportive relationships for children, parents, and volunteers.
 - Assist in maintaining safety policies, classroom standards, and ministry procedures.
 - Serve as a complementary ministry presence alongside the Associate Pastor of Family Ministries, helping support families and ministry leaders with care and consistency.
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3. Global Missions Support

Provide administrative coordination for ICC's global missions efforts in collaboration with the Lead Pastor and Global Missions Director.

Responsibilities

- Assist with organization of global missions teams and short-term trips.
 - Coordinate travel logistics, including booking flights, lodging, and transportation.
 - Maintain organized records for missions team participation, fundraising, and communication.
 - Support communication with missionaries and global partners as needed.
 - Assist with event and meeting logistics related to missions education and mobilization.
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4. Ministry Operations Support

Provide selective administrative and operational support that helps ICC ministries function with organization, clarity, and excellence.

Responsibilities

- Help maintain ministry systems, communication tools, and Planning Center organization.
 - Assist with scheduling, coordination, and ministry logistics as needed.
 - Support ministry leaders through organization, follow-through, and administrative assistance on strategic projects and ministry initiatives.
 - Help maintain clear communication and operational consistency across ministry environments.
 - Assist with organization and preparation for ministry events and churchwide initiatives.
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Qualifications

- A growing relationship with Jesus Christ and alignment with ICC's mission, vision, and values.
 - Relational, approachable, and able to build healthy relationships with students, families, volunteers, and staff.
 - Highly organized, detail-oriented, and capable of managing multiple responsibilities simultaneously.
 - Strong communication, administrative, and follow-through skills.
 - Ability to help create organized, safe, welcoming, and discipleship-focused ministry environments.
 - Ability to lead and support volunteers with warmth, consistency, and care.
 - Proficiency in administrative tools and systems.
 - Servant-hearted, flexible, proactive, and collaborative team player.
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Additional Staff Expectations

- Participate actively in ICC worship gatherings and church life.
- Maintain professionalism, reliability, and integrity in all communication and work.
- Exhibit initiative, flexibility, and ownership in assigned areas with a collaborative team mindset.
- Work flexible hours, including Sundays and occasional evenings or weekends for ministry events.