



## THE ORCHARD

**Job Title:** Student Ministries Coordinator – Arlington Heights  
Part Time (15 hours per week) – Non-Exempt – Ministerial

**Reports To:** Pastor of Children and Student Ministries – Arlington Heights

**Purpose:** The Student Ministries Coordinator supports the Pastor of Children and Student Ministries in the effective execution of weekly programming and seasonal events to ensure a well-organized and welcoming ministry experience for students and families.

### **Responsibilities:**

1. Coordinating and executing administrative responsibilities for Sunday and weeknight Youth Group gatherings, including overseeing attendance tracking, room setup, room organizing and hospitality coordination.
2. Providing clear, timely, and consistent communication support to strengthen the connection with students, parents, and volunteers while serving as a primary administrative liaison for event-related communication.
3. Maintaining and updating the Student Ministries calendar and online resources to ensure accuracy and alignment with church-wide communications.
4. Maintaining and updating student and family information in the church database.
5. Managing and scheduling Student Ministries social media posts in coordination with church communication standards.
6. Assisting in the volunteer recruitment, training, scheduling and equipping process.
7. Tracking and processing ministry expenses, while maintaining the Student Ministries budget in collaboration with the Pastor of Children and Student Ministries.
8. Assisting in planning, organizing and occasionally attending events, projects and retreats.
9. Performing additional duties as assigned by the Pastor of Children and Student Ministries to support the overall effectiveness of the ministry.

### **Qualifications:**

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- Demonstrate professionalism through appearance, attitude, and communication.
- Exercise discretion, discernment, and sensitivity in handling requests.
- Be punctual, dependable, detail-oriented, and flexible.
- Ability to learn and perform duties with new software applications.
- Self-motivated and able to initiate projects and work independently.
- Ability to organize, analyze, and complete tasks in a timely manner.
- Ability to utilize basic office equipment for project work.

**Salary Range: \$20 - \$23 per hour based on skills and experience.**

**To apply for this position, please send your resume along with a cover letter to [employment@theorchard.church](mailto:employment@theorchard.church).**