

# JOB POSTING

Youth Ministry Assistant (1/2-time position)

Ebenezer Baptist Church (EBC) in Saskatoon, SK is currently seeking for an individual with a passion for Youth Ministry. This role serves as administrative and creative support for our Youth Ministry, with a focus on detail, organization, and strategic connection.

**Our mission** as a church is to point people to Jesus and help them to know and follow him.

**Our vision** is to establish and multiply multi-ethnic and multi-generational gatherings of Jesus followers who practically and authentically live their faith in every part of their lives and challenge others to do the same. We do this through a process called **discipleship**. We **define a disciple** as someone **who abides in Christ** and takes on the **character, ways, and mission of Jesus** and **helps others to do the same**.

We are a community minded, outreach focused and forward-thinking church that actively seeks the Lord in prayer for spiritual discernment and ministry direction. We place a high value on family and on team ministry.

Candidates must be administrative in nature, willing to support the youth ministry by serving with creativity and with logistics. Thriving in this role means having a heart that is both passionate about people and organizational infrastructure.

While the core of this role is administrative and creative, there is openness to shape aspects of it around the gifts the individual hired — for example, if they are a gifted communicator, teacher, or have other ministry strengths.

## GENERAL QUALIFICATIONS:

- Personal and intimate relationship with Jesus Christ as Lord and savior.
- Character qualities of a biblical elder as described in first Timothy 3:1-7; Titus 1:5-9.
- Love for the word of God and a devotion to prayer.
- Agrees with the statement of faith, our positional statements on Gender & Sexuality, as well as Marriage shared by Ebenezer Baptist and the Baptist General Conference of Canada (BGCC).
- Must be willing and able to complete a clear Criminal Record Check (CRC) and Plan to Protect training prior to starting in the role, and to maintain these as required.

## JOB DESCRIPTION

The Youth Ministry Assistant serves as administrative and creative support for our Youth Ministry, with a focus on detail, organization, and strategic connection. This role has an emphasis on logistical, creative, and administrative support. Thriving in this role means having a heart that is both passionate about people and organizational infrastructure.

**SKILLS:**

- Teamwork
- Adaptability
- Organization / Administration / Communication
- High-capacity
- Budget planning and management
- People-oriented
- Creative and detail-oriented
- Policy and compliance awareness

**WORKING KNOWLEDGE OR WILLINGNESS TO LEARN:**

- Excel
- Canva
- Planning Center Online
- Outlook
- Microsoft Teams
- Social media platforms (Instagram, etc.)

**CORE COMPETENCIES:**

- A relationship with Jesus and desire to grow the Kingdom of God.
- Alignment with the mission, values, and statement of faith of Ebenezer Baptist Church.
- Demonstrates ability to be a team player with capacity to work cooperatively with gifted and competent colleagues toward a common goal.
- Experience with planning events and ministry experiences.
- Excellent interpersonal and communication skills.
- Excellent graphic design skills through Canva.
- Excellent social media management skills, including the ability to set direction and oversee others executing on it.
- Excellent organization skills, with an attention to detail and accuracy.
- Capacity for multi-tasking and prioritizing.
- Ability to follow directions while also being proactive.

- Demonstrates ability to protect confidential information, including sensitive information related to youth leaders, families, and policy / screening records.

#### **PRIMARY RESPONSIBILITIES:**

##### **1. Reporting & Team**

- Reports to the Youth Pastor and works in close partnership with the Youth Coordinator as part of the Youth Ministry team.
- Supports the overall vision set by the Youth Pastor and the programming rhythms led by the Youth Coordinator.

##### **2. Communication**

- Responsible for communicating all youth ministry needs, such as grocery needs, facility reservations, and program-specific needs, through the proper administrative channels.
  - Responsible for emailing parents / caregivers on a weekly basis.
  - Responsible for maintaining the Ebenezer Youth website page.
  - Responsible for maintaining the Ebenezer Youth calendar.
- Supports team-wide efficiency in communication, scheduling, and documentation.

##### **3. Creative & Media**

- Serves as the creative lead for youth ministry and leads graphic design work (print and digital) using Canva.
- Oversees the youth ministry social media presence.

##### **4. Database & Resource Management**

- Assists the Youth Pastor and Youth Coordinator by using Planning Center to administrate our weekly list of youth and big events by keeping registration lists for all youth ministry programs and events and assisting in communicating details to event registrants.
- Manages forms and registration data and logistics across the ministry.
- Responsible for creating, editing, and printing documents that are used for our youth to give out to parents / caregivers on a regular basis.
- Responsible for collecting resources, and ordering resources as requested by the Youth Pastor or Youth Coordinator.

##### **5. Policy & Compliance Management**

- Oversees ongoing policy management for the youth ministry, ensuring that Criminal Record Checks (CRCs), Plan to Protect training and requirements, and all ongoing leadership policies are kept current for every youth leader and volunteer.
- Handles the administrative side of onboarding new leaders — CRC submission, Plan to Protect sign-off, policy acknowledgments, and file setup — in support of the Youth Coordinator who leads relational onboarding.

##### **6. Event Support**

- Preparing supplies and managing details that come up on a youth night.
- Assists in the planning of special projects and events (Youth Retreat, Youthquake, Inspire Conference, Boys Only Bash, Inspire Girl Event, Graduation, Christmas Party, mission trip, etc.).

#### 7. **Coordination**

- Coordinates the Ebenezer Youth snack team in the youth ministry.
- Helps equip our youth ministry coordinators to be successful in their roles (LIT Coordinators, Media Coordinators, Tech Coordinators, Program Coordinators, Prayer Coordinators).

#### 8. **Team Rhythms**

- Attends weekly youth team meetings and participates in relevant staff meetings and planning rhythms.
- Attends Tuesday and Wednesday youth nights as part of the core team presence.

### **More About Ebenezer**

Ebenezer Baptist Church is a vibrant and growing church with a rich history of ministry. Our average weekly attendance is approximately 900-1100 with a median age of about 35. We are especially blessed to have many young families, college students, young people and children who call Ebenezer their home. Including in-person and our online community, we have approximately 1300 people in our church family.

We highly value our local community and have been an active participant in it. We also are committed to reaching the nations in Saskatoon and have four partner congregations (Arabic, Korean, Nepali, and the House for All Nations) and a growing Ukrainian community.

If you would like to join this discipleship movement and team and feel God's called to do so, please submit your application to [leadpastor@ebenezerbaptist.ca](mailto:leadpastor@ebenezerbaptist.ca). Please include a cover letter, resume, and references.

**Note:** Application deadline is July 3<sup>rd</sup>, 2026 or until a suitable candidate is found.