



Youth Service and Social Justice Coordinator

Updated July 2022

Classification: Exempt
Status: Regular, Full-time, Hybrid (on-site and work remote)
Reports To: Associate Pastor for Youth Ministries and Worship

Summary Description

The Youth Service and Social Justice Coordinator advances Fourth Church's Youth Ministry, Community Engagement, and Young Adult Ministry by welcoming groups of junior high, high school, and college youth for mission and social justice work in solidarity with Chicago's most marginalized and under-resourced communities. The position accomplishes this through two programs: Urban Youth Mission (UYM)—a Fourth-led ministry of immersive mission and social justice service and learning—and Abide, a program that offers welcome and hospitality to groups conducting their own mission and social justice experiences in the city. This position is responsible for the planning and logistical support of these programs.

Fourth Presbyterian Church is a progressive and inclusive Presbyterian Church USA congregation of 5000+ members located on Chicago's vibrant Michigan Avenue. The complex of historic and modern buildings welcomes hundreds of people each day, including members, guests, church staff, and others. Programs offer services to those who seek faith and guidance or are active in one of our many community programs or participate in one of our associated mission programs.

Schedule: The role is a full time, 40 hours per week position. Evening and weekend hours will be required based on program schedule. Work remote days will be negotiated with supervisor based on program activity.

Essential Functions:

Planning and Logistics (approximately 50%)

- Design group itineraries for service, learning, advocacy, and reflection, in partnership with local organizations. These itineraries will be 4-5 days long in the summer and 1-2 days long during the school year.
- Oversee all the operations of UYM and Abide, including arranging security, managing the calendar, and reserving spaces for sleeping, food storage, and meals.
- Manage budget for UYM and Abide program budgets through planning, negotiation and expense tracking.

Community Building (approximately 25%)

- Develop and nurture relationships with service organizations that host youth groups for service and learning, such as food pantries.
- Conduct local and national outreach to churches and colleges to offer Abide for their alternative break programs and youth retreats.
- Market UYM to churches locally and nationally.
- Recruit, hire, train, and supervise staff for UYM programming, including full-time summer staff.

Program Support (25%)

- Participate as a staff member on the Committee on Youth.
- Maintain constructive professional relationships with Fourth Church and Chicago Lights staff who share facilities and equipment.

Required Skills and Abilities

- Training and/or experience working with high school or college youth
- Experience facilitating large and small group programs.
- A familiarity with the city of Chicago, its physical layout and culture, history, and politics.
- A demonstrated ability:
 - To act independently, organize workload, set priorities, work well under deadline pressure, and adapt to change.
 - To develop a systematic approach to carrying out assignments with clear and measurable outcomes; prioritize objectives with supervisor direction and coordinating multiple activities.
 - To change approaches or methods based upon circumstances to achieve the desired results.
 - To relate to and interact with all congregation members, colleagues, and other staff members in a positive way that results in cooperation, mutual respect, and common benefit.
 - To handle high-stress situations with calm competence.
- Commitment to equity and social justice and proven ability to thrive in a diverse, equitable, just, and inclusive environment.
- High degree of emotional intelligence and flexibility in a dynamic culture.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- Bachelor's degree in a related field or equivalent work experience
- 1-2 years' experience in work environment

COVID-19 Considerations

At this time, masks are welcomed but not required. We will adjust this as pandemic continues. ***In the spirit of caring for one another and our community, please note that upon accepting an offer of employment from Fourth Presbyterian Church or Chicago Lights, you will be required to share proof of a COVID-19 vaccination. This requirement is subject to accommodation in compliance with applicable laws.***

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

- If the current health conditions dictate, must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
- Smoke- and drug (illegal or recreational)-free environment.
- Fourth Church aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to communicate effectively via computer, via phone, and in-person.
- This role requires frequent sitting.
- Fourth Presbyterian Church's office is located in downtown Chicago.

Robust Benefits Package

- Medical insurance (church pays 85% of employee monthly premium and 75% of eligible dependents)
- Optional dental and vision insurance plans
- Generous 17 days of PTO plus 11 paid holidays
- 403b retirement plan (employer contributions after one year of employment)
- FSA for unreimbursed medical and dependent daycare expenses
- Mass transit and commuter parking benefits

- Life and short-term disability insurances, optional life insurance and long-term disability plan

EEO Statement

Fourth Presbyterian Church is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church seeks to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team. Fourth Church is committed to elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and young parents. We encourage people from these communities to apply.