

UKirk – St. Louis Ministry Associate Application

Expectations: 8-10 hours per week

Sunday Evenings 5:30-9:30 pm (during the academic year)

1-2 office days (flexible shifts for remaining hours/ summertime)

ADMINISTRATION

- Help create/distribute publicity materials
- Help design and coordinate donor mailing campaigns in fall, end-of-year, and spring
- Coordinate additional monthly e-newsletter communication to donors
- Communicate with our ~20 supporting churches as requested
- Help coordinate thank you notes for all donations to UKirk
- Maintain UKirk website
- Maintain general UKirk e-mail account
- Help with Advisory Council communication
- Coordinate with our treasurer about financial matters, support Advisory Council with misc admin & organizational needs
- Maintain confidentiality on all ministry & financial matters

HOSPITALITY

- Help Prepare/coordinate Sunday Meals during academic year (plan schedule with pastor)
 - Serve as primary liaison for “guest” cooks
- Help coordinate prep-work and supplies for retreats/ extra events
- Help with special events, as needed (i.e. Open House evenings, Easter meal, end-of semester dinners, etc)
- Provide a warm, welcoming presence to students and all gather in the UKirk space!
- Engage students with the evening meal process (including clean-up)

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Additional job responsibilities may be assigned.

The position is accountable to the Campus Pastor, then the UKirk Advisory Council

1. Please describe your familiarity with computers & digital design (Microsoft Office, Mail Chimp, Canva/Adobe, etc.)
2. What are your top 3 strengths and weaknesses?
3. What is your ideal supervisory relationship? What makes you thrive in a work environment?
4. What would be your ideal working schedule with UKirk?
5. What is your philosophy of Christian hospitality?

To apply: please submit a resume and responses to the above questions to ukirk_stl@glpby.org. Please limit your response to under two pages.