



8525 Audelia Road  
Dallas, TX 75238  
[www.lhpres.org](http://www.lhpres.org)

**Job Description: Director of Youth  
and Families**

**Purpose:** Lake Highlands Presbyterian Church is seeking an enthusiastic, evangelically minded Christian to work part-time with us in attracting new believers and growing disciples.

**Qualifications:** A college degree and a minimum of two years work experience are required.

**Accountability:** Reports directly to the Pastor as Head of Staff.

**Job Overview and Duties Include:**

**Youth and Family Ministry: 80%**

1. Use personal creativity to generate ideas for youth events.
2. Plans, staffs, and attends weekly youth programming with an emphasis on growing the youth ministry.
3. Plans and coordinates with youth sponsors: youth events, fundraisers, and outings.
4. Facilitates other ministries of the church involving with children & youth.
5. Resources children and youth classes with educational information.

**Technology: 10%**

1. Ability to prepare and present multi-media presentations.
2. Responsible for updating information on church's website.
3. Ability to disburse information on church events and activities through social media outlets including Facebook, Blogs, and Twitter.
4. Propose and utilize new media endeavors for church education and growth.

**Administrative: 10%**

1. Provide administrative support to the church and pastor.
2. Relates information to Session.
3. Relate information or work with Chairpersons of various church committees.
4. Performs duties as assigned by the Pastor.
5. Prepare articles for monthly church newsletter.
6. Prepares and distributes weekly e-mail announcements.
7. Ability to follow through on all assignments
8. Exceptional written and oral communication skills.

**Capable of demonstrating the following personal characteristics:**

1. Ability to share God's word.
2. Committed person of faith who exemplifies the love of God and neighbor.
3. Evangelically minded.

4. Speaks openly about faith and calling.
5. Demonstrates an outgoing and enthusiastic personality.
6. Passion for youth and families.

**Pay and Hours:** Starting salary \$16,000. This is a twenty hour per week position, which will require some weekday office hours, in addition to Sunday mornings and/or evenings.

**Resume and cover letter deadline – September 20, 2010**

**Accepted by:**

E-Mail at: [lhpc@sbcglobal.net](mailto:lhpc@sbcglobal.net)

By Mail: Lake Highlands Presbyterian Church  
Attn: Search Committee  
8525 Audelia Road  
Dallas, TX 75238