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Canadian Unitarian Council YOUTH AND YOUNG ADULT MINISTRY DEVELOPMENT Job Description

The Youth and Young Adult (YaYA) Ministry role envisions a Canadian Unitarian Universalist faith where youth (14-20 years) and young adults (18-35 years) are an integral part of vibrant and resilient multi-generational communities. This role works to fulfill one of the Strategic Priorities of the CUC:

*Encourage innovation and sustainability in the growth and development of UU communities, **including youth and young adults**, as they strive to foster a just and sustainable world and to enrich the spiritual lives of their members.*

To achieve this goal, the YaYA Ministry staff is responsible for working collaboratively with youth and young adult leaders, adult allies and religious professionals in Canada to support and enhance youth and young adult ministry by:

- maintaining and enhancing a network of connections and engagement
- overseeing and coordinating youth and young adult events
- enriching and informing congregational youth and young adult ministries
- increasing awareness of and engagement with youth and young adults
- supporting leadership opportunities for youth and young adults

The YaYA responsibilities are carried out by two co-lead staff – the YaYA Specialist and the YaYA Program and Events Coordinator.

REPORTING: These positions report to the Executive Director.

Responsibilities – Youth & Young Adult Ministry Specialist

In the areas of Youth and Young Adult Ministry, the YaYA Specialist will be responsible for the Our Whole Lives (OWL) program, youth and YA ministry visioning, strategic planning, research, resource and content development, and congregational consulting on youth and young adult matters.

1) Our Whole Lives:

- Coordinate CUC-sponsored OWL training
- Keep OWL facilitator and trainer list current
- Provide OWL information and consulting to congregations
- Curate OWL website content and resources
- Provide support and resources for congregations to plan OWL trainings
- Manage relationships with Canadian trainers and UUA OWL staff
- Promote OWL into wider community, beyond the UU World
- Create connections with other faith groups



2) Youth Ministry:

- Envision longer term strategic planning for youth ministry in Canada
- Strengthen youth ministry and multigenerational communities
- Consult with congregations on youth ministry
- Maintain current knowledge on youth ministry trends and innovations
- Curate, develop and share resources with congregations, youth advisors and religious exploration staff
- Provide support for and enhance relationships with religious exploration staff, ministers and youth advisors

3) Youth Events:

- Assist with registration and spreadsheets
- Create/curate resources for youth event planning (for use by CUC and congregations)
- Create/curate workshops and program resources
- Lead workshops on occasion

4) Young Adult Ministry:

- Envision longer term strategic planning for young adult ministry in Canada
- Strengthen young adult ministry and multigenerational communities
- Consult with congregations on young adult inclusion
- Maintain current knowledge on young adult ministry trends and innovations
- Curate, develop and share resources for congregations
- Create website content based on Young Adult Welcoming and Inclusion Project
- Provide support for and enhance relationships with lifespan learning staff and ministers

5) Young Adult Events:

- Assist with registration and spreadsheets
- Create/curate resources for youth event planning (for use by CUC and congregations)
- Create/curate workshops and program resources
- Lead workshops on occasion

6) Communications:

- Write content for YaYA blog
- In collaboration with Communications Manager, create content for the website and social related to youth and young adult ministry, when needed

Responsibilities – Youth & Young Adult Program & Events Coordinator (YaYA PEC)

In the areas of Youth and Young Adult Ministry, the YaYA PEC will be responsible for event planning, communications, publicity, volunteer and contract staff supervision, reporting and administrative tasks:



1) **Event Planning:**

- Youth events: Attend and oversee all CUC youth events, which usually include:
 - CanUUdle - the CUC's annual national youth con
 - Regional youth cons in conjunction with regional gatherings (1 - 3 events per year)
 - Coordinate all aspects of CUC youth events, including supervising contract staff and volunteers, working with the host congregation, and coordinating logistics and program planning.
- Young Adult events:
 - Oversee all CUC young adult events, which usually include:
 - Chorus - the CUC's annual national young adult gathering
 - Unicamp Young Adult Retreat
 - Young adult programming at regional gatherings
 - Other regional events that may be planned
 - Coordinate all aspects of young adult events, including supervising contract staff and volunteers

2) **Youth and Young Adult Ministry Programming:**

- Ensure all CUC events have youth and young adult component wherever possible
- Ensure planning of all CUC events is undertaken with a youth and young adult lens, and is sensitive to and inclusive of, youth and young adult perspectives and experiences
- Curating and publicizing continental and international youth and young adult events and leadership opportunities
- Maintain communications with youth, youth advisors, young adults, religious professionals, and congregations in matters relating to YaYA ministry
- Maintain tracking information, where possible, of young adult, campus ministry, and young adult groups

3) **Communications: In collaboration with CUC Communications Manager,**

- Coordinate all YaYA-related publicity and outreach
- Create website and social media content, and other communications related to youth and young adult events
- Maintain all YaYA-related social media and postings, including Instagram, Facebook, and all YaYA related groups administered by the CUC
- Update YaYA contact information in coordination with CUC Organizational Administrator
- Acts as the main contact for all YaYA-related matters



CORE COMPETENCIES

- Communication
- Organization
- Innovative and Creative Thinking
- Strategic and Analytical Thinking
- Event and Project Management
- Detail Oriented
- Decision Making
- Leadership
- Networking & Relationship Building

REQUIREMENTS

- Post-secondary education in a relevant field, or equivalent in life and work experience with youth and young adults, and in the areas of event/project coordination, communication, and other relevant areas
- Deep commitment to Unitarian Universalist values
- Understanding of youth and young adult dynamics, developmental needs and theories
- Knowledge of multigenerational ministry and Unitarian congregational dynamics
- Understanding and knowledge of and ability to work within the Youth and Young Adult Empowerment Model
- Excellent interpersonal and relationship-building abilities
- Strong communication skills, both written and verbal, with a fluency in computer and web platforms and applications
- Proven facilitation and leadership skills
- Ability to think strategically and to develop effective work plans
- Interpersonal skills in volunteer motivation, recruitment and management
- High level of confidence in using social media for publicity, information sharing and connection
- Self-motivated and well-organized
- Ability to meet deadlines, multitask and work independently as well as with a team

WORKING CONDITIONS

- Home office or ability to work in CUC office based in Toronto. Home office costs are covered by the CUC
- Ability to travel to events and meetings (usually 5-7 times per year)
 - All travel costs associated with the position are covered by the CUC
- Flexibility to work evenings, weekends and overtime as required for events and during busy periods (usually a heavier workload in the spring and fall)

COMPENSATION AND BENEFITS:

Level of compensation is commensurate with experience and skills, and in keeping with fair compensation guidelines. After a satisfactory probationary period, this position is entitled to the CUC benefits package, which includes RRSP contributions and health benefits.