
YOUNGLIVES (TEEN MOMS) STAFF ASSOCIATE

Internal Job Title:	Staff Associate I – YoungLives
External Job Title:	YoungLives Staff Associate
Reports To:	YoungLives Coordinator
Department:	YoungLives
Salaried or Hourly:	Salaried
Full or Part-Time:	Part-Time Preferred, Full-Time Possible
Job Titles Supervised:	Volunteer Leaders (Mentors, Childcare Volunteers)

BACKGROUND

Young Life's mission is to introduce adolescents to Jesus Christ and help them grow in their faith. Our ministry to teen moms – Hong Kong YoungLives – is in a season of new leadership, renewed vision, and increasing partnerships. In response to these opportunities for growth, we are seeking a dynamic and spiritual healthy individual with experience in relational evangelism and discipleship, whose first language is Cantonese with fluency in English (required).

Additionally, we are looking for someone with an adventurous and adaptable attitude, and the ability to relate, work, and build community in multicultural and multilingual contexts. As the candidate will work under the YoungLives Coordinator, we seek someone who thrives working with others, can receive instruction and feedback, and is responsive to online communications. We are prayerfully eager and expectant to expand our team!

MISSION & AUTHORITY


The YoungLives Staff Associate is a critical part of the Hong Kong Young Life team, serving teen moms across Hong Kong with authority and responsibility to develop and sustain YoungLives ministries in accordance with the objectives, policies, and procedures established by mission leadership under the direction of the YoungLives Coordinator.

RESPONSIBILITIES

Spiritual Development

- Commit to understanding God's Word and practicing spiritual disciplines, including a monthly Day of Solitude for retreat, reflection, and prayer.
- Participate in a church community and the spiritual life of the Young Life community.
- Assist in leading the YoungLives ministry and individuals in spiritual development.
- Help ensure that all YoungLives ministry is designed and done with a dependence on prayer that takes place out of the overflow of a personal relationship with Jesus Christ

Leaders Development

- Assist in maintaining a healthy ministry team by recruiting, training, mobilizing, and retaining mentors, childcare, and other volunteers.
 - Assist in supervising and evaluating volunteers in leadership development, spiritual formation, and ministry with teen moms.
 - Assist in ensuring that all team members are trained and execute YoungLives health and safety policies.
- 

The Five C's

- Utilize proven YoungLives methods to carry out a plan for relational evangelism and discipleship of teen moms in Hong Kong:
- Contact Work (building relationships with teen moms): Assist in training and engaging a team on creating an effective contact work strategy to reach teen moms.
- Club (regular gatherings for teen moms and YoungLives mentors): Assist in planning and implementing regular club meetings alongside the team with excellence.
- Campaigners and Discipleship (small group Bible studies and one-on-one discipleship): Assist in planning and implementing an effective discipleship strategy alongside the team for teen moms.
- Camp (Young Life camping experience at an assigned location): Engage and lead the community to help in all aspects of YoungLives camping. Encourage, recruit, and train mentors, childcare, and other volunteers to attend camp.
- Committee (volunteer adult community members serving as a board): Assist in supporting the Coordinator to update active YoungLives committee members to partner with casting vision to reach every teen mom, carrying out strategy, and reviewing initiatives regularly.

Financial Management and Donor Development

- Partner with the YoungLives Coordinator and the committee to raise the ministry budget (including hosting events, visiting partners, handling booths, etc.).
- Partner with the Fundraising Coordinator to create a team of people for personal support through prayer and financial contribution.
- Complete Personal Stewardship e-learning course and work with trained fundraising coach as required by the supervisor.

Administration Development

- Partner with the Operations Manager to ensure the administrative requirements are handled with excellence and in a timely manner.
- Update weekly and monthly ministry information in the YL Connect platform.

Community Development

- Establish church relationships through regular worship and positive ministry interactions with local churches.
- Develop relationships with NGOs, schools, and other community organizations.

Training and Personal Development

- Complete Core Training – Phase One (New Staff Training, Leadership I, Leadership II).
- Participate in relevant Young Life training as required within the Region of Hong Kong, Asia Pacific Division, and periodically in the USA.
- Submit weekly updates and quarterly evaluations to the supervisor.
- Pursue mentorship and/or continuing education for professional development, personal development, and spiritual maturity.

Note: This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job.

QUALIFICATIONS

- Commitment to a vital, growing relationship with Christ.

- Grasps the idea of “relational ministry” and earning the right to be heard in the community.
- Ability to clearly communicate the Gospel and train others accordingly.
- Ability to clearly communicate Young Life’s mission and the vision for Young Lives.
- Understand the unique issues faced by teen moms in Hong Kong.
- Bachelor’s degree or equivalent is preferred.
- Proven relational skills with children, adolescents, and adults.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality.
- Self-motivated, goal-oriented, with proven leadership skills.
- Ability to travel as the job requires.
- Be committed to live and serve in Hong Kong for two years.
- Previous teaching experience in kindergarten, playgroup, or Sunday School is preferred.
- Cantonese and English (Required)

BENEFITS

- Salary in line with education, experience, and responsibilities.
- Mandatory Providential Fund (MPF) as required by government regulations.
- Participation in our Paid Time Off Policy, Healthcare Policy (Full-Time Only), and Counselling Policy.
- Phone and transportation reimbursement alongside ministry spending allowance.

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS (FROM YOUNG LIFE’S BYLAWS – ARTICLE VII)

“Because of Young Life’s exclusive Christian purposes of evangelism and discipleship as set forth in its Articles of Incorporation and in these Bylaws, and to reflect what has always been and will continue to be the position of Young Life, specifically the Christian belief that each and every employee and volunteer of the corporation should minister as a servant of God with the primary responsibility of proclaiming the gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation, Young Life shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Young Life staff, including the [Young Life Statement of Faith](#). Therefore, employees and volunteers of Young Life, during working and nonworking hours, shall: (i) be ready, willing and able to fulfill such ministry functions as may be required by the organization; (ii) refrain from conduct and statements that detract from the biblical standards taught and supported by Young Life, and (iii) abide by all policies and practices of Young Life including, without limitations, those related to religious belief or ministry activities.”

I have read the above job description and would like to continue with the application process.

Candidate’s Name: _____

Date: _____

Candidate’s Signature: _____

