
FIELD STAFF ASSOCIATE (FULL-TIME)

Internal Job Title:	Staff Associate I
External Job Title:	Field Staff Associate
Reports To:	Field Staff Coordinator
Department:	Field
Salaried or Hourly:	Salaried
Full or Part-Time:	Full-Time
Job Titles Supervised:	Volunteer Leaders

BACKGROUND

Young Life's mission is to introduce adolescents to Jesus Christ and help them grow in their faith. Our ministries for high school and middle school students – Young Life and WyldLife – are currently in eight international and local schools, as well as a cross-city ministry, and set to expand as we add to our dynamic and diverse team.

We are seeking a spiritual healthy individual with experience in relational evangelism and discipleship, fluent in English, with Cantonese and/or Mandarin as a bonus. We are also looking for someone who is vision driven, relationally adept, and able to mobilize volunteers in this season of doubling down on our vision – that every adolescent in Hong Kong is known by a caring adult who knows Christ and makes His love known to them. We are prayerfully eager and expectant to expand our team!

MISSION & AUTHORITY


The Field Staff Associate is a critical part of the Hong Kong Young Life team, serving secondary school students across Hong Kong. Through both formal training and field experience, the Field Staff Associate will learn how to effectively carry out and manage Young Life ministry in one or more schools.

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 ministry team and individuals in spiritual development.
- Help ensure that all 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 volunteer leaders.
 - Assist in supervising and evaluating volunteers in leadership development, spiritual formation, and ministry with secondary school students.
 - Assist in ensuring that all team members are trained and execute Young Life health and safety policies.
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The Five C's

- Utilize proven Young Life methods to carry out a plan for relational evangelism and discipleship of secondary school students in Hong Kong:
- Contact Work (building relationships with adolescents): Assist in training and engaging a team on creating an effective contact work strategy to reach secondary school students.
- Club (regular gatherings for students and their leaders): 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 with the team.
- Camp (Young Life camping experience at an assigned location): Engage and lead the community to help in all aspects of Young Life camping. Encourage, recruit, and assist in training cabin leaders, work crew and other volunteers to attend camp.
- Committee (volunteer adult community members serving as a board): Assist in recruiting and retaining an active area/school committee to partner with casting vision to reach every student, carrying out strategy, and reviewing initiatives regularly.

Financial Management and Donor Development

- Partner with the Field Staff 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.
- Ability to clearly communicate the Gospel and train others accordingly.

- Ability to clearly communicate Young Life's mission and the vision for Hong Kong.
- Understand the unique issues faced by adolescents in Hong Kong.
- Bachelor's degree or equivalent is preferred (for local candidates) and required (for overseas candidates requiring an employment visa).
- Proven relational skills with 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 youth work or youth ministry is preferred.
- English (Required), Cantonese and/or Mandarin (Preferred)

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, 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: _____