



Covenant Youth of Alaska [CYAK like kayak] **Project Coordinator/Administrator Job Description**

Location: Wasilla, Alaska

This is a thin slice of what a year of ministry with CYAK would likely include if you jumped into this position. Work, fun, & spiritual growth in this sort of work tends to bleed together. This position is for a short term mission worker interested in serving in the CYAK office. Our ministry and our team are small, cross-cultural, and highly relational. Most of our projects are aimed at edifying, encouraging, and empowering students and those who are serving Christ in a variety of capacities in different regions of the state of Alaska.

Qualifications

- Strong work ethic
- Desire to serve Christ in full time mission work
- Strong writing, editing skills
- Basic computer skills
- Committed developing youth ministry to Native youth in Rural Alaska
- Work well in a team environment
- Strong organizational skills
- Flexibility

Ministry Description/Responsibilities:

Projects include a range of administrative tasks, writing, editing, development work, and contact work with our partners in ministry throughout the state. Development our Native student leadership program, *Leaders for Life*: develop student leadership training presentations, handbooks, and other training materials while working in conjunction with local church leaders in villages throughout the state.

Participation in the local faith community is essential to our ministry. This would include attending the Mat-Su Covenant Church and participating in the young adult bible study, and could include anything from volunteering in the local youth group to snow machining, hiking, picking people up from the airport, dog sitting. The practice of spiritual disciplines to remain active and growing in your faith will improve your ability to serve well. Prayer, time in scripture; developing a relationship with a local mentor or discipleship-oriented small group will be significant. You would travel to villages Rural Alaska a few times a year to aide CYAK regional youth retreats and Bible Camp in June.

Financial Matters:

1. Most CYAK workers live off of an annual budget around \$12,000. CYAK workers raise support to cover their living expenses (*we provide tools for this*).
2. We prefer to have people in full time ministry whenever possible. However, there is potential for part-time employment. (e.g. substitute teaching)
3. Workers need to raise at least \$2,000 before they begin.
4. Housing and bush travel are subsidized by CYAK.

Commitment: We ask for a minimum commitment of one year. *The best time to start is in the third week of May 2008 at Bible Camp in Unalakleet.*