

# Youth Department

Call ID: NAD-GSTC-000543-2025

Where: Montgomery, United States

When: Feb 10, 2025 - Feb 10, 2026

## Summary

The Youth Department Intern provides essential administrative and event support to ensure the success of youth ministries throughout the Gulf States Conference. This role involves assisting with event planning, registration management, marketing material creation, and logistical coordination. The intern collaborates with the Communication Department to develop promotional materials and supports the seamless execution of various youth events.

## Destination

Montgomery United States

## Term

Long-Term, 6 - 12 months, Feb 10, 2025 - Feb 10, 2026

## Position

Type: Youth Ministry, Total People Required: 1, Target Age: Any

## Finances

Cost: \$0.00, Monthly Living Allowance: \$500.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

Lodging and food provided.

Restrictions: Not Specified

Gender Lodging: Female

Marital Status Lodging: Single

Child Accommodations: Not Specified

## Health Notes

Not Specified

## Dress

Acceptable:

Unacceptable:

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## Duties

### Event Support & Coordination

- Assist in the planning and organization of youth events, including Summer Camp, Teen Invitationals, Pathfinder Camporees, and more.
- Manage event registration, ensuring accuracy and smooth participant processing.
- Coordinate logistics such as venue preparation, volunteer assignments, and supply distribution.
- Serve as a point of contact for event-related inquiries and provide support during live events.

### Marketing & Communications

- Collaborate with the Communication Department to design posters, flyers, and social media content for youth programs.
- Assist in writing and distributing promotional materials to churches and communities.
- Maintain and update event-related information on GSC's website and social media platforms.

### Administrative Support

- Organize and maintain participant records, registration databases, and event documentation.
- Assist with email correspondence, phone inquiries, and general department communications.
- Support the Youth Director in coordinating meetings, agendas, and reports.
- Perform any unspecified tasks that support the overall vision of the Youth Department, including both in-office and out-of-office support.

### Physical Requirements & Liability Considerations

- This role may involve lifting equipment, bending, and other physical tasks required for event setup and execution.

### Qualifications & Skills

- A passion for youth ministry and the mission of the Seventh-day Adventist Church.
- Strong organizational and administrative skills, with attention to detail.
- Experience in event planning and coordination.
- Proficiency in Microsoft Office Suite and familiarity with registration platforms.
- Basic graphic design skills (Canva, Adobe Photoshop, or similar tools) preferred.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Willingness to travel occasionally for events within the Gulf States Conference.

### Preferred Experience

- Prior experience in church or youth ministry settings.
- Background in event planning, marketing, or administrative support.
- Familiarity with Adventurers, Pathfinders, and Master Guides programs.

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## Experience

Not Specified

**Education**

3-Yr College

**Education Concentration**

Communication

**Languages**

English (fluent)

**Trade Skills**

Communication

**Host**      « Private »**Host Contact** « Private »**Travel Documentation****Travel**Destination City      [Montgomery](#)Destination Airport      [Atlanta, GA](#)**Medical**Required Inoculations      [\(not set\)](#)HIV Clearance Required?      [No](#)Medical Recommendations [\(not set\)](#)**Visa**Visa Required?      [No](#)      Visa Type [\(not set\)](#)Visa Application By      [Volunteer / Sponsor](#)Work Permit Required?      [No](#)Work Permit Application By [\(not set\)](#)Police Clearance Required? [No](#)Child Protection Required? [No](#)Send Documentation To      [\(not set\)](#)Documentation Deadline      [Feb 10, 2025](#)

Visa Travel Details

[\(not set\)](#)**Interview**Phone Interview Required?      [No](#)Signed Agreement Required? [No](#)**Orientation**Orientation on Site?      [No](#)Orientation Stipend?      [No](#)

## Travel Advisory

### United States

**1** Exercise normal precautions