



Adventist Young Professionals
Strategy & Brand Development
Church Relations Assistant

The church relations assistant supports AYP's Church Relations team in the collaboration between AYP and the Seventh-day Adventist Church. They assist in the cultivation of strategic relationships with the church's conference, union, and division, along with key stakeholders at the General Conference, all in alignment with the church's mission. Furthermore, they will support the Church Relations Manager in their efforts of advising AYP leaders regarding church relations and activities.

They are responsible for:

- Developing and maintaining correspondence with department directors and administrators across the Seventh-day Adventist Church.
- Participating in internal and external AYP Church Relations meetings.

Time Commitment:

1-2 hour per week

Reports to:

[Church Relations Director](#)

Qualifications:

A church relations assistant should be an individual who loves Jesus and is a baptized member of the Seventh-day Adventist Church. S/he should have a strong understanding of the structure and processes of the Seventh-day Adventist Church. Strong written and conversational communication skills are key, and previous experience as a member of a local church board, conference constituency, delegate, etc. is preferred.

Location:

Remote