

JOB DESCRIPTION
Parish Young Adult Ministry Coordinator
Our Lady of Mt. Carmel Parish
Newport Beach

Job Summary:

The Parish Young Adult Ministry Coordinator has responsibility for resourcing, supporting, communicating, and connecting young adults (ages 18-30) to the parish community through various activities, ministries and engagements.

Principal Duties:

- Identifies and promotes effective models for ministry to young adults of the parish and wider community.
- Maintains effective communication with YA (i.e., website, social media, etc.).
- Researches, reviews, and recommends YAM resources and programs.
- Develops and implements a strategic vision and plan to increase the participation of young adults in the parish.
- Strives to recognize and facilitate diversity within young adult demographic segments within the context of a united body of young adults versus the creation and maintenance of separate young adult programs.
- Assist the parish in its larger social media and website communication.
- Assist the parish in planning and executing it's 100th anniversary celebrations (beginning February 2024).
- Performs other duties as assigned in accordance with the vision and goals of the parish.

Education and/or Experience:

- Minimum bachelor's degree in theology, pastoral studies, religious education, or similar.
- Leadership experience in parish ministry.
- Leadership experience in ministry to young adults.

Required/Essential Skills:

- Practicing Catholic with pastoral ministry experience and a working knowledge of the Catholic Faith.
- Strong interpersonal and communication ability with particular emphasis on speaking and presentation skills.
- Strong leadership ability and personnel management skills.
- Ability to independently plan, prioritize and organize tasks.
- Ability to relate to and work with others in a cooperative manner .and in a team model.
- Excellent project management and time management skills.
- Ability to maintain confidentiality.
- Operating knowledge of Microsoft Word, Outlook, and Excel.
- Working knowledge of social media.

Working Environment:

- This position will involve evening and weekend work, and is under the direct supervision of the Pastor of the parish.

- Incumbent must possess a valid driver's license, reliable transportation and be able to travel regionally

Comments:

- The work week is generally 20 hours per week on a year-round basis; however, the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel.
- The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.) Based on established department or facility standards, employee may not perform all of the duties listed in this job description.

If interested, please contact:

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