



Immaculate Heart Of Mary Catholic Church

JOB DESCRIPTION

Coordinator of Youth & Young Adult Ministry & Evangelization

FLSA STATUS: Exempt - Salaried (Benefit Eligible)

SALARY RANGE: \$66,700 - \$70,000 - Salaried (Benefit Eligible)

REPORTS TO: Pastor & Business Manager

PRIMARY PURPOSE: The Coordinator of Youth & Young Adult Ministry and Evangelization is a passionate and active Catholic; with a desire to minister and serve the young people (ages 11-18) and their families, as well as younger young adults (ages 18-25) of Immaculate Heart of Mary Parish through leading and managing a comprehensive strategy that outreaches, engages and evangelizes very intentionally middle school, high school age youth and families with adolescents as well as young adults. Additionally, this position would support and collaborate with the Confirmation sacramental program as well as other already established youth and young adult efforts within other groups/ministries of the parish. This is a full-time exempt position that will include mostly evenings and weekends.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Practicing Catholic with knowledge of and experience in adolescent or young adult ministry, including but not limited to middle school ministry, youth ministry, parent and family ministry and young adult ministry.
- Strong organizational and communication skills with ability to multi-task and collaborate, with attention to detail and leading small and large events
- Excellent writing, spelling and grammar skills and experience writing articles, announcements, short messages, blog entries, website, and other materials
- Ability to take initiative, find creative solutions and work both independently and collaboratively in a team setting and environments.
- 3-5 years of successful experience working with youth and/or young adults in a professional setting.
- Bachelor's Degree in Theology, Religious Studies or related field
- Proficiency in Microsoft Office including Word, Excel, Outlook, Publisher etc. and some basic website editing and managing social media
- Effective public speaking skills and ability to facilitate large and small groups
- Valid California Driver's License
- Bilingual - English / Spanish

DESIRED:

- Advanced computer skills in websites, marketing and/or graphic designs



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- Ability to design curricula and develop theologically sound programs
- Master's Degree in Theology or Certificate in Youth Ministry or equivalent (i.e., Theology Certificate, Biblical Studies, Master Catechist etc.)

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Plan, oversee and coordinate efforts that outreach and evangelize Middle School, High School, particularly focused on pre-confirmation and post-confirmation students and Young Adult Ministries for people aged 18 to 29 years old.
2. Design and implement an outreach and evangelization strategy that considers the various efforts of Confirmation, Adolescents de la Esperanza and other parish groups.
3. Plan, coordinate and execute various efforts to reach all age groups - XLT's, bible studies, outings, retreats, concerts – all in collaboration with other parish groups and with the expressed approval of parish leadership.
4. Create and coordinate a communication plan for all parents, youth and young adults. A communication plan should engage, inform, and evangelize the various constituencies and their level of commitment.
5. Recruit, train, and empower volunteers to be facilitators, catechists, retreat leaders, peer leaders and mentors to the middle school, high school youth and young adults.
6. Ensure that all safe environment guidelines are being adhered to and in compliance with the implementation of The National Charter for the Protection of Children and Young People.
7. Be aware and prepared to assist young people, their families and young adults in any pastoral care need that may arise from difficult topics and/or from personal sharing.
8. Attend, participate and represent the parish at all approved diocesan gatherings for youth and at all diocesan leadership meetings.
9. Post regular and relevant content on social media accounts and web pages
10. Plan, prepare, implement, and manage the youth and young adult ministry program budget.
11. Manage data and process of evangelization for all participants; writing quarterly reports to pastor and diocesan related offices.
12. Perform other work-related tasks as assigned.

Interested applicants should submit a cover letter and resume to Yaret Macedo, Director of Administration and Pastoral Ministries at ymacedo@ihmsantaana.org

Applications will be reviewed and followed up through email.