

## POSITION DESCRIPTION

Position: Youth Ministry & Young Adult Coordinator  
Hours: Full-time, Exempt, 12 months  
Apply by: April 30, 2026



The Youth Ministry & Young Adult Coordinator will joyfully mentor and form Our Lady of Fatima Family of Parishes' (OLF) junior high and high school-aged students with Catholic formation and social engagements. The Coordinator will facilitate and arrange social and spiritual activities for the young adult community. This position reports to the Executive Director of Pastoral Services and will serve as a collaborative member of the parish team. OLF's mission is to accompany people in becoming disciples of Christ!

## RESPONSIBILITIES

### Youth Ministry (Junior High & High School)

- Develop and facilitate junior high (7/8th) and high school (9-12th grade) faith formation, service, 7 & 8th grade CCD, Sacrament of Confirmation preparation, retreat(s), conferences, camps, worship experiences, social activities and special events.
- Connect with youth and families, accompanying them on their faith journey.
- Recruit, train, form, engage and supervise volunteers and Core Team (primarily young adults). Form youth leadership and structure for growth.
- Communicate effectively and promptly with parents.
- Develop, maintain and responsively improve a calendar of high school and junior high youth ministry activities.
- Work in close collaboration with parish religious education, schools and OLF's parish ministries.
- Maintain a presence in OLF church activities, partnered schools, camps and especially where our youth/families are in attendance.
- Build authentic, supportive relationships with young people and their families to provide spiritual guidance.
- Implement the eight components of Comprehensive Catholic Youth Ministry as defined by the United States Conference of Catholic Bishops.

### Young Adult (Post-High School to approximately age 40)

- Develop and maintain the young adult program calendar. Coordinate regular social gatherings and spiritual activities for the young adult population (including, but not limited to facilitating: guest speakers, facilities/venues, purchases, conferences, volunteers, administrative functions, invitations, communication).
- Invite and build connections with the young adult population to form community.
- Provide liturgical, formation, prayer and spiritual encounters for young adults in collaboration with clergy, parish staff and volunteers.
- Observe and bridge gaps to provide opportunities for small Christian communities for a variety of young adult demographics (i.e. college students, singles, young professionals, newly-married couples, new parents).

### Overall

- Maintain clear and effective communication with youth, families and parents, young adult audiences, and parish, schools and potential participants. In coordination with Communication staff, effectively promote and invite through print/digital media, and educate and inform parish and school audiences.
- Serve as a liturgical team member/lead for worship/liturgical/special events when warranted.
- Model a personal relationship with Christ through regular prayer and Mass.
- Ensure that all youth and young adult program staff, volunteers and activities adhere to child protection and safe environment policies.
- Maintain accurate, current and sustainable databases.
- Maintain program budgets/receipts/tracking/special project fundraising for youth ministry/young adult.
- Participate in staff and planning meetings, formation, team prayer, and support OLF activities.
- Respectfully listen to and advocate for the needs of the youth and young adults of the parish.
- Collaborate with OLF ministries to provide and grow reliable programmatic, service and spiritual encounters for people (religious education, schools, adult faith formation, sacramental formation and liturgy teams, love in action/service, etc.).
- Remain educated on best practices with the Archdiocese and other successful families of parishes' youth ministry/young adult programs.
- *Other duties as assigned.*

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## KNOWLEDGE | SKILLS | ABILITIES

- Faithful, passionate Catholic disciple and role model with a solid understanding of the teachings and theology of the Roman Catholic Church.
- Desire to joyfully serve and to work in a team setting with a willingness and humility to learn and grow.
- High school graduate or equivalent. Preference for Bachelor degree in theology, religious services/education, youth ministry or similar.
- Two years+ experience in youth/parish/young adult ministry or equivalent.
- Ability to interact with a wide range of audience members including youth, parents, staff, volunteers, teachers, peers, colleagues and parishioners.
- Strong organizational, time management and creative solution-seeking skills.
- Strong verbal, non-verbal and written communication skills.
- Extensive experience with basic computer programming such as: Microsoft Office, Google products, Canva, etc. Experience with or willingness to learn audio/visual.
- Understanding of and adherence to all aspects of Archdiocesan safe environment standards.
- Ability to handle confidential and sensitive information appropriately.

## COMPENSATION

Compensation is commensurate with the candidate's experience. Job offer is contingent on the successful passing of BCI (background checks) and completion of SafeParish requirements.

## REGION

*Our Lady of Fatima Family of Parishes is in the Archdiocese of Cincinnati (NW-6 region) under the leadership of pastor, Fr. Eric Bowman, including: St. Patrick (Troy), St. Mary/St. Boniface (Piqua), Transfiguration (West Milton), St. Teresa of the Infant Jesus (Covington) and the Transfiguration Center for Spiritual Renewal/Lange Estate (Ludlow Falls). This area of Miami County, Ohio has charming communities and entertaining and convenient downtown environments. A growing young adult community is present, as well. There are safe and high-quality schools within the county, including those within the family of parishes: St. Patrick Catholic School (preK-8) and Piqua Catholic School (preK-8).*

## WORK ENVIRONMENT

*This position requires evenings and/or weekend work and, sometimes, a flexible schedule. S/he will visit multiple church and school locations/offices and it will require reliable transportation. Employees of OLF will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith, nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.*

Send a letter of interest, resume with two professional letters of recommendation **by 4/30/26:**  
**HR@FATIMA-FAMILY.ORG**