

ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

POSITION TITLE: Associate Director for Youth
Evangelization Programs

EFFECTIVE DATE: 10/2022

DEPARTMENT: Communication and Evangelization
(Center for the New Evangelization)

POSITION SUMMARY:

The Associate Director for Youth Evangelization Programs must be a missionary disciple passionate about introducing young people to Jesus Christ and His Church. This individual must have a regular prayer life centered on intimacy with Christ and be able to pray easily with others. He or she advances and extends the archbishop's evangelization efforts through programs that minister directly to youth, with primary responsibility for coordinating all aspects of the Totus Tuus program. Key tasks will include general administrative responsibilities, budgeting, recruiting and training missionaries, encouraging and accompanying missionaries in their work, and retreat planning. The Associate Director works under the supervision of the Managing Director for Parish Evangelization as a member of the Parish Support Team in the Center for the New Evangelization (CNE).

The Associate Director collaborates closely and congenially with the entire staff of the CNE and the Department of Communication & Evangelization, as well as other archdiocesan offices. The Associate Director for Youth Evangelization Programs must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

DUTIES & RESPONSIBILITIES:

- 1.* Establish relationships and networks for recruiting young adults to serve as Totus Tuus missionaries (primary) and other parish and archdiocesan direct ministry programs. Lead the recruitment, interviewing and hiring of said missionaries.
- 2.* Manage all aspects of the Totus Tuus summer catechetical program, including curriculum adaptation, lesson planning, preparation of host parishes and, in collaboration with the program Chaplain, supervision and coaching of missionaries.
- 3.* Provide content and supplies for Totus Tuus training and annual retreats. Recommend any needed updates to the Totus Tuus webpages.
- 4.* Additionally, provide leadership and oversight to other direct youth ministry efforts, such as the XLT Tour, Purpose Retreat, March for Life, National Catholic Youth Conference.
- 5.* Ensure all missionaries are Safe Parish certified and compliant and adhere to all archdiocese policies and protocols.
- 6.* Actively participate in the ongoing mission and community of the CNE. Participate in department and Pastoral Center priorities and activities. Perform any duties as assigned from time-to-time by the Managing Director for Parish Evangelization.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith.
2. Bachelor’s degree in Theology, Religious Studies, Pastoral Ministry or equivalent experience.
3. Experience in applied catechesis, evangelization and/or theology.
4. A self-starter who fulfills responsibilities with or without day-to-day oversight.
5. Strong interpersonal, communication, presentation, teaching and leadership skills.
6. A willingness to acquire new knowledge and skills.
7. Team player who is humble, hungry and smart. Collaborative and enjoyable; pleasant and responsive; builds productive and mutually respectful relationships; creates trust.
8. Strong work ethic; reliable; meets deadlines; employs good judgment; attends to duties as expected and communicates any barriers or difficulties as quickly as possible; open to direction and coaching; able to manage multiple projects concurrently.

SUPERVISION RECEIVED:

Works under the supervision of the Managing Director for Parish Evangelization.

SUPERVISION EXERCISED:

Will direct Totus Tuus Missionaries and Team Support Coordinators.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. 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.

_____	_____	_____
Employee Signature	Printed Name	Date
_____	_____	_____
Supervisor Signature	Printed Name	Date

