

Coordinator of Young Adult Ministry Job Description

For the

Eastside Family of Parishes of S-09 which include:

**St. Cecilia Catholic Church and
3105 Madison Rd.
Cincinnati, OH 45209**

**St. Mary Catholic Church
2853 Erie Ave.
Cincinnati, OH 45208**

Title: Coordinator of Young Adult Ministry
Classification: Full time, Exempt, 12 months
Reports to: Director of Faith Formation

PRIMARY FUNCTION

The Eastside Family of Parishes, which includes St. Cecilia Oakley and St. Mary Parish Hyde Park, is looking to hire a Coordinator of Young Adult Ministry to continue to oversee a vibrant and comprehensive young adult ministry for the region. The primary responsibility of this position is to provide a myriad of opportunities which facilitate young people's encounter with Christ and each other in authentic Christian friendship. The Coordinator of Young Adult Ministry will be responsible for managing a strategic plan of engagement that attracts, connects, and accompanies members throughout their unique discipleship journeys. This position will also be responsible for serving as the staff lead on outreach initiatives in the community. As a staff member of the Office of Catechesis and Evangelization, the Coordinator of Young Adult Ministry will be a key contributor in implementing the Pastor's exciting vision for the Family.

ESSENTIAL JOB FUNCTIONS

1. Plan, coordinate, & facilitate an extensive Young Adult group with regular activities that are both social and spiritual in nature throughout the year.
2. Utilize effective means of communicating to young adults the variety of ministry and program opportunities available.
3. Develop and maintain a budget approved by the Director of Faith Formation and the Director of Operations.
4. Provide ongoing education and consciousness-raising for the broader parish in regards to a vision of young adult ministry and young adult needs.
5. Advocate for participation by young adults in the ministries and service organizations of the parish.
6. Develop and utilize evaluative tools for all aspects of the ministry.
7. Develop strategic plan for engaging parishioners in serving the local zip codes, looking to the corporal and spiritual works of mercy as a guide.
8. Serve as the staff liaison to the various outreach ministries of the Family and community partners in the Hyde Park, Oakley, and Madisonville areas.
9. Assists engaged couples with date reservation and guidance on the wedding/marriage preparation process

QUALIFICATIONS

- Practicing Catholic who strives to live a life guided by the Gospel, rooted in regular personal prayer, and lived out in the Catholic faith community.
- Formation in the Catholic theological tradition
- Self-starting attitude with the ability to take a project from ideation to execution.
- Experience in planning, prioritizing, organizing, and managing multiple projects simultaneously through project management process.

- Ability to shift between working collaboratively as part of a team and functioning independently in a self-directed timeline..
- Engaging personality with a desire to foster relationships among new and existing members
- An understanding of the needs, desires, and culture of young adults and the ability to creatively and effectively respond to these in ministry programming.
- Knowledge of, and able to effectively utilize, a variety of resources in young adult ministries.
- A heart for service and a desire to collaborate with community members.
- Working knowledge of the following: Microsoft Office Suite, Google Business Suite, Meta Business Suite, Canva Creative Design, Adobe Creative Cloud or other design tool. Experience with Flocknote or similar communication platform desired.

OTHER REQUIREMENTS

BA required and preferred in one of the following fields: Philosophy, Theology, Catechetics or related. Catechist certification preferred (or the potential to complete within the first year). Candidates should have between 1-3 years of experience working in a leadership capacity with young adults in a ministry setting.

WORKING ENVIRONMENT

This position requires frequent evening, weekend, and off-site work.

SALARY:

Commensurate with qualification and experience, full-time salary with full Archdiocesan benefits package.

Please email your resume, cover letter, and three professional references to our Director of Faith Formation, Haley Metzger at hmetzger@eastsideregion.org. Anticipated starting date: February 12, 2024.

Employees of the Eastside Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Eastside Family of Parishes.. 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

Date

Supervisor Signature

Date