

JOB DESCRIPTION – Coordinator of Youth Evangelization

Stella Maris Family of Parishes

I. IDENTIFYING INFORMATION

- Title: Coordinator of Youth Evangelization
- Status: Part time, non-exempt, 12 months
- Reports to: Director of Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

- The coordinator of youth evangelization will be responsible for recruiting and forming adult and high school volunteers as a team of missionary disciples who will carry out the IGNITE Confirmation Formation Program. Secondly, the coordinator will develop and execute content, curriculum, and programs for jr. high teens.

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Recruit and form adult volunteers, mentors, and other leaders as teams of missionary disciples capable and competent in carrying out faith formation initiatives, focusing primarily on IGNITE.
- Recruit and form high school leaders as a team of missionary disciples capable and competent in assisting with ministry initiatives.
- Develop and implement the IGNITE program.
- Create relational inroads with Jr. High students and their parents by being available for contact work in the schools and offering parent resources for the faith formation of Jr. High students.
- Collaborate with the communications coordinator and other members of the parish and school staff to conduct all necessary communications. Create and manage youth ministry social media accounts.
- Participate in Evangelization Team meetings, events, and formation and contribute to the good of the Evangelization Team.
- Participate in all required parish staff meetings and events.
- Participate in relevant archdiocesan training and meetings.
- Other responsibilities as designated by the director of evangelization or pastor.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

- SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)
 - Pastoral leadership and team building
 - Content and curriculum development
 - Highly organized and capable of simultaneously managing multiple projects
 - Proficiency in writing/communications
 - Experience with managing social media
 - Public speaking
 - Coachable
- EDUCATION, TRAINING AND/OR EXPERIENCE
 - Bachelor's degree in theology, catechetics, or a related field
 - 2 years of experience in youth ministry or related field

VI. COMPENSATION

- Compensation will be based upon qualifications and experience.

VII. WORKING ENVIRONMENT

- Daytime, evening, and weekend work hours required (10 hours per week)
- Shared office space at St. Bernadette Church with flexibility to work remotely

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

Please send resume/correspondence to:

HR@stellamarisfamily.org

