

**ST. JOSEPH PILLAR OF FAMILIES PARISHES
ASSOCIATE DIRECTOR FOR YOUTH EVANGELIZATION
SACRED HEART OF JESUS GRADES 1-6**

POSITION TITLE: Associate Director for Youth Evangelization Grades 1-6

EFFECTIVE DATE: _____

POSITION SUMMARY:

The Associate Director for Youth Evangelization Sacred Heart of Jesus Grades 1-6 (“ADYE”) advances the Archbishop’s teaching ministry by working to integrate youth evangelization and catechesis in the context of the process of evangelization and discipleship. The ADYE reports to the Pastor and is an active member of a dynamic team that seeks to accompany youth through all stages of the process of evangelization and discipleship.

The ADYE collaborates closely and congenially with the entire staff of St. Joseph Pillar of Families Parishes as well as other family of parishes and the Archdiocese of Cincinnati. The ADYE must be a model of professional conduct and always represent St. Joseph Pillar of Families Parishes and the Archdiocese of Cincinnati with honesty and integrity.

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 and sharing it with others.
2. Minimum bachelor's degree in theology, pastoral ministry, religious education or related field preferred and 1-2 years of full-time parish evangelization experience.
3. Experience dealing with youth and Edge curriculum.
4. Strong communication skills. Ability to clearly and accurately articulate information and concepts and command the attention of a wide variety of audiences, both large and small.
5. Team player who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
6. Self-starter. Reliable. Employs good judgment. Demonstrated ability to meet deadlines. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.

DUTIES & RESPONSIBILITIES:

1. Coordinate and run Youth Evangelization at Sacred Heart of Jesus on Wednesday evenings August-May.

2. First Sacraments – First Communion and First Reconciliation for Sacred Heart of Jesus Second Grade CCD students.
3. Forming, equipping, training and scheduling all catechist/volunteers at Sacred Heart of Jesus for Grades 1-6.
4. Preparation and implementation of any summer programs for Grades 1-6.
5. Preparation and coordination over the summer for next year's program.

SUPERVISION RECEIVED/REPORTS TO: Pastor

TERMS OF EMPLOYMENT:

Part-Time, 19 Hours/Week, Will include some evening and weekend hours
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.