



PASTORAL CENTER	JOB DESCRIPTION
Position/Title: Associate Director of Outreach and Diversity	Department: Youth, Young Adult, and Campus Ministries
Reports to: Director of Youth, Young Adult, and Campus Ministries	Date: November 2021
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

General Summary of the Position

The Associate Director of Outreach and Diversity supports the mission of the Office of Youth, Young Adult, and Campus Ministries (OYYACM) to form missionary disciples for Jesus Christ through a collaborative approach that is uniquely tailored to individual ministry leaders and their parish or school communities. The Associate Director assists the Director, in collaboration with the other department staff, in forming missionary disciples for Jesus Christ by asking the questions: “Who needs to be at the table?” and “What does our Church need to do to ensure those individuals and groups are present?”.

Essential Duties and Responsibilities of the Position

General Responsibilities

- Under the direction of the Director, serves as a collaborative visioning voice in key strategic and research initiatives regarding the growth of both national and diocesan cultural trends and realities.
- Collaborates with the OYYACM Team to provide consultative work with Ministry Leaders and their communities in order to develop comprehensive, sustainable, and culturally responsive ministry that offers an environment where people of all backgrounds are welcomed and represented.
- Develops and manages the transition of new diocesan leadership for Pastoral Juvenil Hispana (PJH), while maintaining the integrity of their FEVIM model (Formación, Espiritualidad, Vocación, Integración/ Comunicación, Misión).
- Develops and implementing a strategic process for the OYYACM to further establish relationships with and serve volunteer ministry leaders in the diocese, ensuring their

access to spiritual, human, intellectual, operational, pastoral, and methodological formation.

Administrative Duties

- Maintains networks with diocesan/national entities and follow their communications in order to surface diocesan/national trends.
- Advocates for quarterly formation for the OYYACM team surrounding diocesan/national trends on the changing cultural landscape in ministry.
- Collaborates with the Associate Director of Strategic Ministry Development to provide on-site collaborative work with Ministry Leaders through SMD covenant and/or SMD lite packages.
- Directly accompanies, supports, empowers, and coaches Ministry Leaders in responding to the changing realities of their diverse community.
- Be an advocate and link for *La Pastoral Juvenil Hispana* (PJH).
- Collaborates with the Director in the preparation of the annual budget for Pastoral Juvenil Hispana.
- Support PJH groups onboarding processes with the implementation of Ascend: Orientation and Training of New Ministry Leaders.
- Work closely with the PJH diocesan team to implement programming within the FEVIM model.
- Serve as liaison between the PJH diocesan team and the OYYACM.
- Serve as the diocesan representative for *La RED*.
- Collaborates with the Pastoral Center offices to ensure a holistic approach to ministry development.
- Measure and increase Volunteer Ministry Leader engagement with the OYYACM and their services.
- Support current OYYACM programs as needed.
- Complete duties as assigned by the OYYACM Director.

Position Requirements

Knowledge, Skills and Abilities:

- Disciple of Jesus Christ who regularly seeks to enhance his or her relationship with God through the tradition of the Roman Catholic Church
- Understanding of ministry and theology
- Ability to work as a team player in a highly collaborative environment
- Strong interpersonal and pastoral skills
- Extensive experience in digital media
- Excellent writing and interpersonal communication skills, in both English & Spanish
- Ability to work without direct supervision
- Open to continued professional growth and development
- Ability to maintain strict confidentiality in all matters
- Familiarity and working knowledge of Church documents
- Positive, practical attitude with balanced initiative

Education and Experience

- BA/BS in Theology- related field, Master's preferred
- Competencies in Intercultural Ministry, with a special emphasis on Pastoral Juvenil Hispana methodology
- Minimum of 5 years ministry experience working with youth, young adults, or campus ministry constituents

Special Requirements

- Willingness to work outside of regular office hours when necessary
- Willingness to travel to parish sites

DO NOT REMOVE

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Diocese of Dallas – Pastoral Center. The Diocese of Dallas – Pastoral Center reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.