



ST. MARTIN OF TOURS
CATHOLIC CHURCH

JOB DESCRIPTION	
<u>Position/Title:</u> Parish Outreach and Youth Program Coordinator	<u>Department:</u> Pastoral
<u>Reports To:</u> Director of Parish and Family Life	<u>Date:</u> May 2, 2022
<u>FLSA Status:</u> Exempt Office hours: Tuesday-Friday 9:00 am – 5:00 pm (1 hour break)	<u>Position Type:</u> Part-Time

General Summary of the Position

- Empower young people to be disciples of Jesus Christ in our world
- Draw young people into responsible participation in the life, mission, and work of the local, diocesan, and universal Church
- Using technology including social media to promote the parish and family life

Essential Duties and Responsibilities of the Position

Parish Outreach:

- Responsible for parish website update and maintenance.
- Develops and manage strategy for parish social media, online parish event calendar, and other communication channels.
- Sees to the upkeep of the parish google suit.
- Confirmation Program Responsibilities:
 - Establish the calendar and curriculum for Confirmation Formation program
 - Recruit and provide continuous training to volunteers to execute the vision of the program
 - Ensure Safe Environment guidelines are followed with youth and volunteers
 - Track attendance and service projects
 - Communicate with teens and parents
 - Suggest resource material (videos, books, games, prayers service, etc.) to

volunteer leaders

- Communicate in a timely manner with the Diocesan Office of Worship to coordinate confirmation liturgy
- Communicates and assists the parishioners via email, phone, and in-person

Youth and Young Adults Program Responsibilities:

- Ensure on-going faith opportunities for youth
- Create and organize activities for youth to experience and celebrate God in their lives
- Develop, train and nurture youth leaders
- Ensure direct ministerial outreach to parish youth
- Develop a network of young adults within the parish
- Plan and execute programs and activities for young adults
- Plan social, spiritual, and educational programs geared toward young adults
- Create a discernment process and leadership training for young adults to be involved in the parish

Job Requirement

- Excellent written and oral communication skills in English
- Possess excellent organizational and interpersonal skills
- Proficient with technology including social media
- Flexibility in handling a variety of projects
- Ability to work collaboratively as part of a team
- Flexibility in adapting to unexpected situations
- Knowledge of Diocesan and national expectations and trends in youth faith formation

Education and Experience

- Minimum 3 – 5 years' experience in youth Ministry
- Bachelor's Degree in related field
- Experience in working, coordinating, and directing Youth Ministry and Faith Formation programs or a related educational certificate.
- Experience in the use of social media platforms.

Special Requirements:

- Catholic in good standing
- Willing to work outside of regular office hours when necessary
- Days and hours of work are flexible
- This position entails frequent evenings and weekends formation

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by team members within this classification. It is not designed to

contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.