

Coordinator of Youth Ministry

St. Ambrose Church

Description

Coordinating and ministering to a comprehensive youth ministry program for students in Jr. High and High School. Attract the youth of the parish and engage them through evangelization and catechesis. Help them to grow in their faith by providing opportunities for worship, prayer, community involvement and discipleship. This position requires the Candidate to be living in full sacramental communion with the Catholic Church. The Coordinator of Youth Ministry is a full-time position with competitive benefits and salary based on education and experience.

Duties and Responsibilities

- Foster a warm and welcoming environment for youth.
- Maintain an active ministering relationship with youth and their families.
- Design and maintain a comprehensive youth ministry program with the inclusion of systematic catechesis.
- Provide opportunities for prayer and worship.
- Plan annual retreats.
- Recruit, train and supervise qualified individuals to serve as youth ministry volunteers.
- Plan semi-annual training opportunities/retreats for volunteers.
- Develop a post-confirmation program designed to retain adolescents who have received their sacraments of initiation.
- Maintain a social media presence through the use of multiple platforms, i.e., Facebook, Twitter, Instagram.
- Maintain an active work schedule which may include evenings, weekends, and holidays.
- Submit and maintain an annual budget which includes opportunities for fundraising.
- Be able to constantly assess the program, focusing on new and exciting ways to evangelize.
- Will be under the supervision of the Pastor with meetings on a regular basis.
- Work collaboratively with clergy, parish staff, school staff and councils.
- Maintain accurate records for students and attendance with a clear understanding of integrity towards sensitive information.

Skills

- Excellent communication skills, both written and verbal (bilingual a plus)
- Ability to work independently and complete assignments
- Proficiency in Microsoft Office, experience with Parish Soft, Regpack, Media Shout, or a willingness to learn
- Positive attitude

Work Environment/Physical Requirements:

Typical office work environment with use of a computer, telephone and copy/fax machine. The employee is regularly required to sit, talk or hear, handle or feel, stand, walk, reach and bend. Must be able to lift up to 25 pounds.

Education/Experience

Candidates must be at least 25 years of age with a minimum of 2 years in youth ministry. The candidate must possess a minimum of a Bachelor's Degree in Theology, Religious Education, a related field or equivalent experience. He/she will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Adolescent Catechesis and Evangelization. The candidate must also clear a background check and complete all Safe Environment protocols prior to employment.

Interested candidates should send a resume, with cover letter and salary requirements to Rev. Hieu Nguyen, Pastor.

fhieu@stambrosehouston.org