

# **Assistant Coordinator of Youth Ministry St. Vincent de Paul Catholic Church**

Houston, TX

St. Vincent de Paul Catholic Church is seeking a part-time 20 hour/week Assistant Coordinator of Youth Ministry. Due to its unique ministerial nature, this position requires the hiring of a confirmed, practicing Roman Catholic, who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals with a spirit of hospitality and pastoral care. This position reports to the Coordinator of Youth Ministry and requires nights and weekends.

## **Core Responsibilities**

- Under the supervision of the Coordinator of Youth Ministry, coordinate Middle School Youth Ministry, grades 6-8.
- Under the supervision of the Coordinator of Youth Ministry, coordinate Sacramental Preparation for Middle School (First Reconciliation, First Communion, RCIA for kids).
- Collaborate with the Coordinator of Youth Ministry and assist with high school youth ministry as time permits.
- With assistance from the Faith Formation team, recruit, train, and maintain volunteers.

## **Qualifications and Skills**

- Have outstanding organizational, interpersonal, and communication skills; a solid leader, a self-starter, who will have a collaborative spirit, and a sense of humor
- Praise and Worship musical experience helpful but not necessary
- Technological proficiency and a strong knowledge of social media best practices a plus
- Experience using LifeTeen, and Edge resources and principles a plus
- Degree in Ministry, Catholic Studies, Theology and/or youth ministry experience a plus

## **About Our Parish**

St. Vincent de Paul Catholic Church is a vibrant parish of approximately 4,500 registered families located near the Medical Center in the West University area of Houston, TX. We are a big, growing parish that is currently constructing an outdoor community complex and recently completed a new chapel and school building. The parish is seeking a person that will continue and build the enthusiasm of our families as we journey together toward Christ.

## **How to Apply**

Please submit your cover letter, resume, salary expectations and references to Laura Rivera at [lrivera@svdp-edu.org](mailto:lrivera@svdp-edu.org).