

Job Description

Youth and Young Adult Ministry Coordinator

General Description:

The mission of Youth and Young Adult Ministry is to offer guidance, spiritual support, and professional support to those who serve youth and young adults in the parishes of the Archdiocese of St. Boniface.

Position:

12-month term

Days: 5/week

Hours: 37.5/week

Expected start date: May 1, 2024

Earliest end of term: May 1, 2025

Qualifications:

Education and Experience:

- An undergraduate in a relevant field of study (such as religious education, theology) or equivalency
- An equivalent combination of education/formation and/or related experience may be considered in lieu of formal university education
- Previous experience in youth ministry in a parish, schools, or other groups

Abilities:

- A strong commitment to and understanding of the Catholic Faith
- A good understanding of the mission and ministry of the Catholic Church
- Ability to fluently communicate in written and spoken French and English is considered an asset
- Good judgment and initiative
- Strong and effective leadership and organizational abilities
- Proven ability to work both independently and as a team member
- Good facilitation and event coordinating skills
- Proficient working knowledge of Microsoft Office applications
- A valid driver's license is required and access to a vehicle
- Position requires certain evenings and weekend engagements
- Clean Criminal Record and Child Abuse Registry checks

Compensation:

- Competitive pay, commensurate with experience

Duties and Responsibilities:

1. Advocacy:
 - Educate and inform parishes, schools, community leadership through presentations, workshops, and testimonies regarding the needs and realities of youth and young adults and how to minister to those needs through youth ministry or young adult ministry.
2. Training:
 - Provide, design and implement a variety of training and workshops, both practical and spiritual, for leaders in youth ministry (coordinators of youth ministry, pastors, youth ministry volunteers, parents, et c.).
 - Proactively participate in professional development.
3. Consultation:
 - Assist parishes in assessing their local needs for youth and young adult ministries and in the development and implementation of programs for those needs.
4. Resourcing:
 - Research and share current resources.
 - Offer resource support.
5. Coordination and Networking:
 - Facilitate and manage diocesan youth ministry events and initiatives.
 - Foster networking and collaboration between deaneries, parishes, and leaders.
 - Build and strengthen relationships through collaboration with local and national groups and organizations.
 - e.g.: Catholic Schools, Catholic School of Evangelization, Couples for Christ, Missionary Families of Christ, Jesus Youth, WCACYM, CCYMN, NET Canada, CCO, Development & Peace – Caritas Canada
6. Direct Services:
 - Design, plan and lead events, retreats, programs, and pilot projects for youth and young adults.
 - E.g.: Theology on Tap, World Youth Days, Catholic Schools Spirit Days, vocations, and discernment teams
7. Administration:
 - Oversee the administrative functions for the office of Youth and Young Adult Ministry.
 - Evaluate diocesan youth ministry initiatives.
8. Other Duties as Assigned

Relationships:

- Reports to the Director of Pastoral Services
- Liaises with Archbishop's office as required
- Liaises with Financial Administrator, Accountants, Administrative Assistants and Human Resources Director as required
- Liaises with Youth Ministry Coordinators, Volunteers, Priests, and parishioners
- Networks with colleagues in the community and other dioceses

To apply, send a cover letter and resume to James Kautz, Director of Pastoral Services – jkautz@archsaintboniface.ca. Include contact information for references from past employers and your current pastor or parish life director.