



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Youth Ministry Coordinator

Opening Date: Position available in late July

Closing Date: When Filled

Location of Job: St. Joseph the Worker Catholic Church

Location Address: 2310 SE 148th Ave, Portland, OR 97233

Position: Full-time, 30+ hours per week, Benefits Eligible

Position Summary: The Youth Ministry Coordinator (YMC) is called to make more disciples of Christ among the young people – from the 6th through the 12th grades – at St. Joseph the Worker Church, and in the wider Portland Metro community. The purpose of Youth Ministry at St. Joseph Parish is the Christian formation of young people in middle school and high school through worship, weekly or bi-weekly gatherings, monthly activities, and catechesis (including confirmation), so that our youth will grow in their maturity and commitment to Christ. The focus of the YMC is to mobilize the next generation of disciples at St. Joseph the Worker. To that end, Youth Ministry at St. Joseph is about getting youth on the path of discipleship and creating an environment in which they keep moving on that path by worshipping God, enjoying fellowship with other believers, growing in knowledge of their Catholic faith, serving others, and sharing their faith.

Primary Responsibilities:

- Plan, publicize and implement youth activities
- Prepare communications for youth using various media, bulletin, Twitter, Facebook, etc.
- Recruit, train, supervise and evaluate adult volunteers assisting in youth ministry programs
- Prepare an annual budget and adhere to approved budget throughout the fiscal year

- Prepare and implement fundraising events
- Plan retreats and other spiritual opportunities for youth
- Perform administrative tasks as needed (e.g. prepare and distribute parent permission forms, collect and deposit funds raised at events, etc.)

Minimum Qualifications:

- Must be a practicing Catholic who can participate fully in sacramental and parish life
- Bachelor's degree in Theology or a related field required; an Associate's degree with 2 years' experience working with youth may be substituted
- Excellent communication skills including written, verbal, and public speaking and presentation skills • Punctuality is a must, with an ability to travel locally as required; must be able to work evenings and weekends as needed
- Must have excellent human relations and interpersonal skills; must be a self-starter and be
- well-organized; must be a team player
- Proficiency with information technology; Ability to maintain confidentiality
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to Cathy Keathley, Business Manager at cjvkeathley@comcast.net to apply.

St. Joseph the Worker is an Equal Opportunity Employer