St. Charles Borromeo Catholic Church
Thibodaux, LA

Position Announcement

**St. Charles Borromeo Catholic Church** in Thibodaux is currently seeking a part-time position (20-22 hours per week) for a **Coordinator of Youth Formation** to coordinate, organize, and implement all of the Youth Formation programs for the parish.

**Essential Duties include:**
- Recruiting, training, and supervising volunteers to meet the need of the Youth Formation program
- Coordinates efforts and builds relationship between the Diocesan Office of Parish Support and the Youth Formation staff of the parish
- Attends all Pastoral Staff meetings
- Requests and organizes resources for each of the Youth Formation programs
- Coordinates prayer experiences for program participants
- Communicates regularly with participants, parents, and the community regarding the youth of our Youth Formation program
- Administrative duties including but not limited to: oversight of planning, organizing, processing registration and fee collection, establish and maintain a system of accountability, oversight of the Youth Formation budget, and records Sacramental Records for Youth Formation in Book only.
- Coordinates all Safe Environment training and recordkeeping of participants and volunteers

The ideal candidate must possess excellent interpersonal and communication skills. Strong computer skills, including MS Office software are required. Must be able to maintain confidentiality; work independently and as a team; have an attitude of hospitality at all times; strong organizational skills; and multi-task in a fast-paced environment.

**The candidate shall:**
- Have a minimum education of high school diploma
- Practicing Catholic in good standing with the Church
- Knowledge of Roman Catholic Church Teachings

The position will require a work schedule of 20-22 hours per week. Work schedule may fluctuate with scheduled events and weekend retreats. Salary will commensurate with experience and education.
For consideration, please submit a cover letter, including salary requirements, and a resume to St. Charles Borromeo directly at ccollins@htdiocese.org.

Applications are now being accepted until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information or any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.