Job Description

JOB SUMMARY: The Director of Youth Ministry for the Diocese of Monterey directs, develops and oversees all parish youth groups, coordinates with the Office of Catechetical Programs and other diocesan entities, and directs and coordinates the various diocesan-wide youth events conducted annually. In addition, provides leadership and coordination in preparation for international world youth days, and represents the Diocese at national gatherings of diocesan youth ministry directors.

REPORTS DIRECTLY to the Director of Faith Formation, Diaconate, and Pastoral Planning

REQUIRED EXPERTISE:

- BA in Religious Studies or related applicable field (such as Psychology or Human Development), preferred or equivalent experience and education.
- Minimum of five years of professional experience in youth and/or young adult ministry at parish or Newman Center and/or diocesan level. Strong preference for a Diocesan Director experience
- Must be a Catholic in good standing with the Church
- Must be bilingual/biliterate English/Spanish.
- Must possess excellent written and verbal communication skills in English and Spanish

JOB RESPONSIBILITIES:

- Assist parish catechetical youth leaders with training and program implementation
- Work with the Directors of the Newman Centers throughout the Diocese of Monterey with training
- Responsible for implementing Diocesan Vision for Youth and Young Adult Ministry through the Diocese
- Responsible for Diocesan initiatives including Youth Days as well as pilgrimages such as to World Youth Day.
- Implements safe environment policies as they relate to youth programs in the Diocese.

ADMINISTRATIVE TASKS:

- Develop and maintain annual budget
- Administers all diocesan-wide youth events and ensures compliance with the Safe Environment Policy.
- Ensure that all parish and other adult youth leaders are in compliance with diocesan Safe Environment policies
- Establish and maintain effective working relationships with the vicars forane and pastors of the Diocese.
- Attend Diocesan Directors’ meetings.
- Act as liaison between the diocese and parish youth ministry leaders.
- Promote programs and provide materials for the parish bulletin, announcements and website.
- Consult widely with pastors, parish, and diocesan staff, and youth ministers to develop additional programs.

VOLUNTEER SUPPORT:

- Support and coordinate training for youth ministers
- Implements Diocese of Monterey Safe Environment policies and procedures.

PROFESSIONAL DEVELOPMENT:

- Continue professional formation by attending training, conferences, etc., as well as ongoing academic training
- Represent the Diocese at national meetings of diocesan youth ministry leadership.
- Maintain a strict level of confidentiality

To Apply:

- Send a resume and cover letter to smayer@dioceseofmonterey.org
- Inquires via email only
- Accepting applications until filled.

Job Type: Full-time