



<b>Job title</b>	<b>WWU Newman Peer Minister of Outreach</b>
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***Please return cover letter and resume to Emma Fisher by Friday March 20<sup>th</sup>***

### **Job Description**

This person is an individual who is passionate for Christ and wants to share the light of Christ with others through their work. This role is for an individual who enjoys sharing their faith with those around them, desires to meet people where they are, and encourages the spiritual growth of their peers. This position works closely with their partner PM of Outreach, Campus Director/Campus and Peer Minister team.

### **Duties and Responsibilities**

- Exhibits a welcoming & positive attitude
- In conjunction with PM Outreach partner:
  - Organize and delegates Newman Center outreach plan and logistics
    - Includes: Creating and implementing effective outreach strategies to promote the Newman center on campus to current students.
- Inviting current Newman students to join in the outreach efforts of the Newman Center
- Communicates clearly and effectively with volunteers and the greater Catholic community via:
  - E-mails - Phone Calls - In person
- Assisting with marketing and mailings
- Regular Staff & Event Meetings
  - Regular 1:1's with the Campus Minister or Campus Director
- Holds office hours to maintain accessibility of Newman Center to students
- Works with the Peer Minister team to keep the Newman Center clean and welcoming
- Maintain positive relationships with students and FOCUS missionaries
- Helps with development work as delegated by the director

### **Qualifications**

- Loves Jesus and can share their love of Jesus with others
- Prays 20 min or more a day
- Practicing Catholic in good standing
- Engaging in a form of faith formation and growth:
  - Ex: Bible Study, Scripture Catechism, Religious Reading, and or seeking out Spiritual Direction
- Embodies a growth mindset in both human formation and apostolic formation
- Proficient in Microsoft Office, Outlook, & Adobe Suite
- Organized & Punctual
- Can communicate clearly and effectively both verbally and electronically

### **Important Information:**

**Hours to be worked:** 10+ per week

**Schedule:** Must have student work schedules asap prior to the start of the new quarter.

**Attendance:** Staff is expected to attend Newman Mass on campus Sunday evenings, Newman Nights, and quarterly retreats

### **Questions?**

**Please E-mail Emma Fisher:** [EmmaFisher@wwunewman.com](mailto:EmmaFisher@wwunewman.com)