



<b>Job title</b>	<b>WWU Newman Peer Minister of Service</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 has a passion for Christ and wants to share the light of Christ with others through working as the Peer Minister of Service. This role is for a person who desires to serve others in spiritual and physical poverty. This individual would do this through serving the local community and campus through various service programs of the Newman Center. This person would be expected to work closely with Campus Director/Campus Minister, Peer Minister of Events and the Peer Minister of Outreach.

### **Duties and Responsibilities**

- Exhibits a welcoming & positive attitude
- Organize and delegate Newman Center service programs:
  - CAST – Service Trips – CRS Ambassador – Catholic Youth Convention
- Invite students to join in the service programs offered by 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
- Helps with development work as delegated by the director
- 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

### **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)