



DIOCESE OF BAKER

PASTORAL OFFICE
641 SW Umatilla Ave. • Redmond, Oregon 97756
Phone (541) 388-4004 • Fax (541) 388-2566
www.dioceseofbaker.org

Youth and Young Adult Ministry Coordinator

Diocese of Baker

Posted:	December 3, 2017	Terms:	Full Time Employee
Expires:	February 1, 2018	Experience:	2-5 years
Location:	Redmond, OR	Education:	Undergraduate Degree
Category:	Youth Ministry	Base Pay:	Salary

Send applications or inquiries to: hope@dioceseofbaker.org

Job Description

General Summary

The Youth and Young Adult Ministry Coordinator is an integral and collaborative role within the Office of Evangelization and Catechesis team. Working in alignment with the Bishop's vision and the mission of the Office of Evangelization and Catechesis, the Coordinator exercises both ministry and administrative responsibilities and may be asked to assist with tasks not limited to youth ministry.

Under the direction of the Director, ministry responsibilities include development, communication and implementation of diocesan initiatives for (middle and high school) youth ministry, young adult evangelization and catechesis, and family-centered sacramental preparation.

Administrative responsibilities include scheduling, communications, and logistics for all Office of Evangelization and Catechesis events, editing a monthly eNewsletter highlighting diocesan ministry initiatives, maintaining current ministry web pages, and developing and promoting new online media tools in collaboration with the ministry team.

The Coordinator needs to travel (about 25% of the time) to parishes and schools throughout the diocese to meet with staff and volunteers. This person also serves as a member of a training team for various ministry leadership and catechetical workshops. Written and oral proficiency in both English and Spanish is preferred but not essential.

Qualifications for Coordinator

- a practicing Catholic in good standing with the Church
- BA in catechesis, theology, religious education or a related field
- 3+ years of experience working in a diocesan role or large parish/school that includes responsibilities for youth ministry or educational /catechetical work with youth
- 2+ years of ministry experience working outside of youth ministry (e.g. adult faith formation, family ministry; men, women, or couples ministry)
- 5+ years of administrative experience
- demonstrated knowledge of papal documents, especially regarding the New Evangelization as promulgated by St. John Paul II, Pope Emeritus Benedict XVI, and Pope Francis
- complete familiarity and experience with USCCB "Renewing the Vision" and Life Teen
- excellent written, verbal, public speaking, and presentation skills
- competent computer skills: email, Word, Excel, PowerPoint, Publisher software, Social Media
- experience creating/defining evangelization and catechetical guidelines and resources

Key Responsibilities

Administrative

- coordinate Office of Evangelization and Catechesis communications, event scheduling and logistics
- collaborate in development and implementation of regular diocesan communications and promotional material via several channels (email, letters, eNewsletter, website, blog site, etc.)
- maintain diocesan ministry webpage descriptions and links for diocesan catechetical resources, trainings/workshops, list of recommended textbooks, curriculum and additional resources
- coordinate diocesan catechist certification program
- assist in developing and implementing policies, programs and best practices as directed
- collaborate with all chancery staff in communications and planning

Ministry

- participate in regularly scheduled ministry planning and prayer meetings
- participate in parish and school visits to assess needs and concerns for youth, young adult and sacramental preparation programs
- assist parishes (pastors and adult staff) implementing Life Teen
- lead the coordination of annual youth camps and retreats (e.g. secure retreat leaders/teams, develop flyers, communicate to parishes, manage registrations, etc.)
- coordinate annual diocesan young adult retreat

- coordinate quarterly Theology on Tap (or equivalent) events in key diocesan locations
- participate within a team in diocesan trainings and workshops for parish/school staff and volunteers in support of diocesan initiatives relating to the mission of the Office of Evangelization and Catechesis
- collaborate with other diocesan departments effectively (e.g. Bishop's Office, Communications, Finance, Hispanic Ministry, Retreat Center and Tribunal)
- be available to answer phone calls and emails as required
- keep apprised of USCCB and Vatican news, resources and programs, for possible incorporation into diocesan initiatives

Application Process

Interested candidates (English and Spanish): email hope@dioceseofbaker.org

- Cover Letter
- Resume of Experience and Education
- Three Professional References

About the Employer

The Roman Catholic Diocese of Baker is a missionary diocese comprising 18 counties covering the eastern two-thirds of the State of Oregon (66,826 square miles). Predominately rural, the diocese serves approximately 40,000 Catholics in 36 parishes, 23 missions and 5 Catholic schools. It is also home to three Indian reservations and a large growing Hispanic population (approx. 40%). There are 30 active diocesan priests (16 from Baker and 14 from other dioceses), 4 religious order priests and 13 sisters working the diocese. Website: www.dioceseofbaker.org.