

Archdiocese of Santa Fe
4000 St. Joseph's Pl NW
Albuquerque, NM 87120

Announcement of Position Availability

POSITION TITLE: Part-time Coordinator for Hispanic Youth & Young Adult Ministry

DEPARTMENT: Youth & Young Adult Office

DUTIES & RESPONSIBILITIES:

The coordinator will expand Hispanic Youth and Young Adult ministry in the Archdiocese and renew, develop, create projects, events, and spiritual experiences to empower our young people. Will serve as a member of the Pastoral Ministries Division.

QUALIFICATIONS:

Education/Work Experience/Skills Requirements

- Practicing Roman Catholic
- Ability to read, write and fluently speak in Spanish
- BA in Theology/Ministry or equivalent
- Five years experience in pastoral ministry or as coordinator of youth ministry.
- Thoroughly acquainted with the ministerial outlook of the Second Vatican Council.
- Basic knowledge of dealing with and appreciation of teens and their culture.
- Knowledge of the Archdiocesan Pastoral Plan and current Church documents dealing with Youth Ministry issues.
- Ability to relate to teenagers and young adults.
- Evidence of continuing formation and willingness to continue professional development.
- Proven administrative skills including interpersonal relations, conflict resolution, management and supervision.
- Ability to coordinate, schedule and provide leadership
- Demonstrate oral and written skills.
- Ability to represent the Archdiocese of Santa Fe locally, regionally, and nationally in the areas of Youth, Young Adult
- Demonstrated sensitivity to a multicultural church
- Computer literate
- Ability to work well with staff and supervisors
- Ability to project a professional, sincere and friendly manner

Specific Duties

- In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese and the Catholic Center.
- Provide Skills Training for Ministers and Youth Leaders
- Attend Pastoral Ministries Division meetings and collaborate with projects
- Follow the Mission Statement of the Office of Youth & Young Adult Ministries.
- Communicate information on current calendar events to Director and Secretary on a daily basis.
- Attend monthly planning meetings with Director and Young Adult Coordinator
- Collaborate with Young Adult Advisory team in planning events & activities
- Develop an Archdiocesan Hispanic Ministries Advisory Committee
- Schedule regular monthly meetings with Hispanic Advisory Committee.
- Plan and execute Annual Youth Encuentro

- Provide Leadership Development events for Youth & Young Adults
- Develop events/projects that reflect the Archdiocesan Pastoral Plan
- Collaborate with Youth & Young Adult Office in events/programs.
- Create a time-line of proposed events, projects, etc.
- Provide for the Director written monthly reports on past events.
- Work schedule will vary pending on schedule of events

Position Begins: July 1, 2008

Open till filled

Pay Step 6

Part-time: 20 Hours per week

Hourly Rate: \$14.62 per hour with excellent benefits package