Employment Opportunity
Pastoral Associate for Youth and Young Adult Ministries

I. JOB SUMMARY
This full-time position has the responsibility to successfully engage, direct, and grow the gift of faith and passion for Christ and the Catholic faith within our middle school students, grades six through eight. Working closely with the parish and school staff, the Youth Minister should be an excellent communicator to youth and their parents, demonstrating competency in social media, and demonstrating relevance in all areas of teen social issues and concern.

This position will also have the responsibility of creating and maintaining a new Young Adult Ministry group at St. Cecilia.

II. ESSENTIAL JOB RESPONSIBILITIES
1. Create, design, maintain and evaluate areas of pastoral ministry to youth and young adults.
2. Work closely with High School Youth Minister to coordinate events with youth, when applicable.
3. Recruit, supervise and develop leadership of adult volunteer leaders.
4. Coordinate and attend annual service opportunities, retreats and special event trips.
5. Communicate, advertise, and invite participants through digital, print, and social media
6. Foster teen involvement in liturgical ministries. Work closely with school students participating in Liturgical Ministries for weekly All School Masses.
7. Must be able to work flexible hours with evening and weekend programs.
8. Act as liaison between the parish and the Diocese and remain in contact with other youth ministry directors.
9. Prepare and manage the youth ministry budget.

III. POSITION QUALIFICATIONS
Required: Candidate should be a fully initiated Catholic who demonstrates faithfulness to Church teaching in their own life. Position is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course.

Education: BS or BA in a relevant degree in theology or religious education, or working towards this degree, is preferred.

Experience: 3 to 5 years youth ministry experience or similar experience is preferred; familiarity with Catholic youth ministry principles and dimensions of young adult and youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

Job Related Skills: A solid understanding of Catholic youth ministry principles as outlined by the United States Council of Catholic Bishops in “Renewing the Vision” and practices along with youth ministry experience on the parish and diocesan level are mandatory. Strong writing skills, excellent speaking and teaching skills, along with the ability to speak to a diverse audience from priests, to parents, to young people is required. Computer, audio/visual, social media and video production skills are all necessary in creating youth ministry programs on large scale.

Compensation is commensurate with candidate’s education and experience.
Please send resumes, with references, to Katie Wohrle at St. Cecilia Church, 434 Norton Rd, Columbus, Ohio 43228 or at kwohrle@ceciliachurch.org.