

St. William Youth Ministry Intern

Job Summary:

The Youth Ministry intern will be assisting with programs and events related to middle school and high school in conjunction with the goals and objectives determined by the pastor and the Director of Youth Ministry. This person will seek to grow, develop, and share their gifts under the direct guidance of the Director of Youth Ministry. The YM Intern will also be bilingual (English/Spanish). This opportunity will last no longer than August 31st. The intern will be compensated as contract labor.

Essential Job Duties:

- Weekly meeting with the Director of Youth Ministry for formation and tasks.
- Weekly contact ministry events.
- Participation in planning, promotion, execution and follow up of all summer youth ministry events including off-site events.
- Office Tasks
 - Mailing of Confirmation Sacramental Records in May and June
 - Fall Mail Out in August
 - Steubenville & CHWC paperwork logistics
 - VBS Organization logistics and leadership of teen volunteers at Spanish EBV.
 - Organize Youth Ministry Supplies & Attic

Knowledge, Skills, and Abilities:

- Bilingual (English / Spanish)
- Implements the USCCSB's *Social Media Guidelines*
- Working knowledge of Diocesan Ethics & Integrity in Ministry Policies.
- Demonstrates proficiency with Microsoft Office Suite

Minimum Qualifications:

Bilingual Requirement:

- English / Spanish

Catholic Requirement:

- Yes

Licenses/Certifications:

- Must be certified in Diocese of Austin EIM prior to the internship start date.

Contact:

Interested parties should send a resume to Chris Bartlett (cbartlett@st-william.org) by May 21st, 2019.