



# Youth Coordinator

St. James Catholic Church (Concord, NC) is currently accepting resumes for the position of Youth Coordinator to work in our Religious Education Department. Under the Director of Faith Formation, the Youth Coordinator is responsible for the implementation of the Religious Education Program for the high school youth of the parish. The Youth Coordinator is also responsible for coordinating the Young Adult Ministry of the parish. It is a hands-on position in which office hours and non-office hours are expected.

Responsibilities include:

- Recruit volunteer catechists and core team members and ensure proper certifications and training of all catechists involved in the programs and ministries.
- Manage and organize the Youth Ministry of the parish.
- Work with the DFF in developing the program, curriculum, and budgets for the programs in the coordinator's responsibility.
- Manage and organize all students in the Parish who need to receive Sacraments in grades 9-12.
- Work with the Education and Formation Commission to develop programs and communicate with the Parish Pastoral Council.
- Maintain a safe work environment for all to ensure Diocesan guidelines are adhered to in all areas of the program especially Protecting God's Children, Virtus, and the Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct by Church Personnel.
- Attend and provide input at regular Religious Education staff meetings to ensure continuity of the Pre-K through Young Adult Religious Education programs.
- Collaborate with the Religious Education staff to help initiate a unified and comprehensive program from Pre-K to adults.
- Attend and assist the Faith Formation staff during all Sacraments, including First Reconciliation, First Communion, and Confirmation.
- Attend all Diocesan trainings that are offered by the Diocese of Charlotte.
- Activate and coordinate a Young Adult Ministry by recruiting a core team of adults to develop and facilitate a long-term pastoral plan to grow the ministry.
- Annually review and assess programs and goals to meet the needs of a growing and diverse parish community.
- Develop and improve own skills attending appropriate retreats, seminars, and classes.

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bi-Lingual (Spanish)
- BA Degree in Religious Education, Catechesis, Theology or a related field or 2 years of experience in a related field.
- Must be a practicing Catholic in good standing with the church.
- Ability to lead and conduct oneself in a professional manner that is reflective of church teachings.
- Strong, clear, and effective verbal and written planning and communication skills are a must.
- Must have strong and proven organizational and interpersonal skills to develop teamwork, collaboration, and conflict resolution.

To apply, please email a cover letter and resume to Dan Ward at [danw@saintjamescatholic.org](mailto:danw@saintjamescatholic.org).

**\*\*St. James Catholic Church is an Equal Opportunity Employer\*\***