

Young Adults Programs Coordinator

Office of Ministry with Young Catholics

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Ministry with Youth Office is committed to serving and giving hope to the young people of the Diocese of San Bernardino by providing resources, training, and consultation. The office strives to empower young people through fostering their holistic human development by means of the Total and Comprehensive Youth Ministry. Our goal is to help young people become true disciples of Christ in the world in which they live by encouraging full, active, and responsible participation in the life, work, and mission of the Church.

POSITION SUMMARY:

Under the general direction of the MYC Director, position acts as the lead agent in providing formation, resources, and consultation to parish Coordinators of Young Adult Ministry (CYAM), Pastoral Juvenil Hispana (CPJH); volunteers and young adults ages 18 to 35, married and single. The position will engage in training, planning, organizing, coordinating and implementing programs, events and activities for young adults and those who serve them. Also includes outreaching, recruiting and creating a network of volunteers and collaborators to effectively develop young adult ministry leaders in parishes to implement the diocesan and MYC mission statements and policies, promoting a comprehensive vision of Young Adult Ministry laid out by USCCB document “*Sons and Daughters of the Light*.” The position serves all ethnic groups, movements, and parishes in the Diocese of San Bernardino.

Examples of Essential Job Functions:

1. Provides direction, consultation and follow-up to Pastors, Administrators, Pastoral Coordinators, CYAM, CPJH, and parish leadership to promote and develop comprehensive young adult ministry programming.
2. Design comprehensive formation programming for young adults and PJH (human, Christian and ecclesial values) collaboratively with other diocesan offices.
3. Accompany and support young adults through a process of discernment so that new and future leaders are provided with the fundamentals to gradually respond and develop social and ministerial commitments according to their vocation and take their place in society.
4. Develop and provide direction Diocesan Councils of: Young Adults & Pastoral Juvenil.
5. Schedules and secures locations for MYC courses and activities to be held in the vicariates and/or diocesan pastoral center.
6. Recruits, trains and mentors MYC instructors to minister to young adults.
7. Supervise and coordinate instructors responsible for the office specialization courses, making sure the content and methodology of the courses are appropriate for each audience.
8. Plans, coordinates and budgets existing and new MYC programs and events: Retreats, formation courses, Young Adult and Pastoral Juvenil council meetings, sports tournament, local mission trips, Virtual World Youth Day, and appreciation dinner throughout the year.
9. Coordinates and oversees committees and task forces who are responsible for the creation and revision of the MYC specialization courses.
10. Ensures that all MYC programs are inclusive and embracing of the varied ethnic and cultural realities of the Diocese of San Bernardino
11. Plans, coordinates, and implement CYAM and PJH meetings in collaboration with the office director.
12. Visits new Pastors, Administrators, Pastoral Coordinators and CYAM to introduce the MYC office and the services provided by the office.
13. Ensures the implementation of the 800 Series of the Diocesan Policy regarding Young Adult Ministry.
14. Attends and participates in staff meetings and other appropriate vicariate and diocesan meetings.
15. Maintains records of provided services and generates regular monthly activity reports.
16. Completes parish reports for the Episcopal Visitations in a timely manner.
17. Attends Episcopal Visitation Town Hall meetings and/or Meeting with Youth to represent MYC Office.
18. Writes and submits in a timely matter monthly ministry reports to office director
19. In collaboration with the Office Director, monitors expenses for a balanced budget and develops a budget for the following fiscal year.
20. In collaboration with the MYC Director and Diocesan Office of Child and Youth Protection coordinates and oversees the implementation of the Diocesan
21. Safe Environment Policies for youth, YAM, PJH and volunteers.
22. As necessary, represent office director at meeting or diocesan events.
23. Other duties as assigned.

Qualification Guidelines:

1. Must be a practicing Roman Catholic
2. B.A. in Religious Studies, Theology, Pastoral Studies or related field is preferred or Certificate in Young Adult Ministry or Pastoral Juvenil Hispana with a minimal of three (3) years of experience in working with young adults and adult leaders at the parish and/or diocesan level.
3. Must have solid knowledge and understanding of comprehensive young adult and Hispanic young adult ministry programming.
4. Must have the ability to organize, plan, and implement interactive programs.
5. Ability to develop/evaluate and edit young adult ministry courses and materials.
6. Interpersonal effectiveness in promoting formation programs, communication skills including the ability to interact with diverse personalities, young adults and adults.
7. Effective knowledge and demonstration of adult learning principles;
8. Effective administration and time management skills;
9. Must have effective, detailed, organization, planning, implementation, verbal and public speaking skills.
10. Must have effective ability to listen and answer questions, writing skills and ability to communicate clearly, concisely and accurately in writing. Must have the ability to edit documents and verify translations.
11. A team player; committed to a strong sense of collaboration and inclusion in Ministry.
12. Must be computer literate in programs such as Microsoft Word, Excel, Power Point, Outlook, Publisher, Access, and some knowledge of the internet and social media (Facebook, Website, etc.).
13. Bi-literate in English/Spanish preferred not required.
14. Must be sensitive to the needs of the multi-cultural Southern California environment.
15. Must have a California driver's license and auto insurance.
16. Must be available to work evenings and weekends. Occasional local and overnight travel may be required.

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 20lbs., pushing, pulling, kneeling, crouching, crawling,

Interested candidates, please forward your resume to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.