

JOB DESCRIPTION

Position Title: Youth Evangelization Coordinator

Status: Salaried-Exempt

Supervisor's Title: Director – Catholic Formation

Hours: Full Time

St. Mary Catholic Faith Community in Hales Corners, Wisconsin is seeking a Youth Evangelization Coordinator to join our team as we form dynamic disciples of Jesus Christ.

Job Summary:

The Youth Evangelization Coordinator is a dynamic, relationship focused individual who is responsible for coordinating the evangelization and formation of middle and high school youth in the parish. This minister will also coordinate the Confirmation program, grade level retreats and service experiences.

Major Areas of Responsibility

Primary Objectives:

- Lovingly evangelize and help form young disciples of Jesus Christ.
- Implement ministry efforts based on the USCCB document *Renewing the Vision*.
- Develop opportunities to grow faith filled relationships between youth and families.
- Develop age appropriate opportunities for both learning and fun throughout parish life.

Creativity:

- Work closely with Catholic Formation Team to evaluate and coordinate new strategies in evangelizing and forming young disciples.
- Design and implement grade level retreats, service and spiritual experiences for youth.
- Promote the centrality of Sunday Eucharist in the lives of children, teens and adults.
- Develop creative solutions to share the love of Jesus Christ with the surrounding community.

Project Management:

- Coordinate formation sessions, retreats, service and spiritual experiences for middle and high school youth.
- On site administrator for middle and high school formation activities.
- Coordinate Confirmation preparation for high school youth.
- Assist in the team effort to develop, form and empower catechists/small group leaders.
- Coordinate the CYM Sports program.

Job Requirements:

- Candidate will be a Baptized and Confirmed Catholic, actively participating in the sacramental life of the Church.
- Bachelor's degree or equivalent experience in Ministry, Theology, Education or Social Work.
- Valid driver's license for the State of Wisconsin preferred.
- Above average skills in communication, grammar, time management, and deliverables.
- Demonstrated ability to stay positive, multi-task, work as a team and complete tasks on time, and within budget
- Compliance with or ability to comply with the Safe Environment Certification of the Archdiocese of Milwaukee.

Time Commitment:

- This is a full time, salaried position
- Flexible schedule in order to accommodate the nights and weekends that are a regular part of this position
- Regular meetings with formation staff and pastoral staff

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 30 pounds on occasion.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

Instructions: Send letter, resume and a list of references to: Kacalaj@stmaryhc.org

Contact Name: Jeff Kacala

Email: Kacalaj@stmaryhc.org

Address: St. Mary Catholic Faith Community
9520 W. Forest Home Ave.
Hales Corners, WI 53130