

## JOB DESCRIPTION

San Antonio de Padua

**Date Prepared:** October 22, 2023

**Date Issued:**

**Approved By:** David Zlake

**Date Revised:**

**Approved By:**

**POSITION TITLE:** Coordinator for SALT and Young Adults

**JOB CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Youth Ministry

**REPORTS TO:** Director of Youth Ministry

**SUPERVISORY RESPONSIBILITY:** None

**INTERNAL/EXTERNAL CONTACTS:** Parish staff, parents of SALT teens, young adults, Diocesan staff, volunteers

**SUMMARY OVERVIEW:**

- Assist the Director of Youth Ministry in coordinating and facilitating bi-weekly meetings for San Antonio Leadership Team (SALT - peer leadership program for Confirmed high school juniors and seniors), along with all other events for SALT which support Confirmation and Youth Ministry programs.
- Assist the Director of Youth Ministry in coordinating and facilitating weekly meetings and additional events for young adults (ages 18+)
- To empower young people to live as disciples of Jesus Christ and to active participation in the life, mission, and work of the faith community.

**ESSENTIAL FUNCTIONS:**

1. Maintain regular and thorough communication with program families, participants, and volunteers.
2. Coordinate bi-weekly meetings and additional events for SALT including bible study, teen talk, social events.
3. Coordinate weekly meetings and additional events for young adults.
4. Plan yearly weekend retreat for SALT; attend retreat and manage various aspects of the weekend.
5. Order supplies for meetings, events and office as needed.
6. Organize social and service events for SALT.
7. Support Confirmation retreat by assisting in preparation of SALT participants as emcees, speakers, skit crew, holy spirit crew.
8. Update and maintain ministry webpage including online calendar and forms.

9. Schedule facilities on and off campus as needed for meetings and events.
10. Create and submit information for parish bulletin.
11. Work with Director to complete and submit paperwork for event and speaker approvals, purchase requests, invoices to be paid, deposit checks and cash and request reimbursements in a timely manner.
12. Organize opportunities for ministry presence in the courtyard after parish Masses, for registration, fundraising, new volunteers, etc.
13. Performs other work-related tasks.

**NON-ESSENTIAL FUNCTIONS:**

1. Participate in Diocesan meetings and events including monthly Youth Ministry in-service, if available.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Fully initiated and practicing Catholic
- At least 25 years old
- At least 2-3 years of parish ministry experience, as volunteer or staff
- Strong knowledge of Scripture and Catechism of the Catholic Church
- Faithfully represent the teachings of the Catholic Church with integrity in word and action
- Ability to design programs and curriculum.
- Excellent writing and communication skills
- Knowledge of Microsoft office suite (Word, Excel, Publisher, OneDrive, Outlook, including calendar)
- Familiarity with basic webpage maintenance (currently through Tilma platform)

**DESIRED:**

- Bachelor's degree
- Basic Certification in catechesis with the Diocese of Orange, or equivalent

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical office environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.