

Coordinator of Pastoral Outreach to Hispanic Young Adults

The Diocese of San Bernardino is currently accepting resumes/applications for the position of Coordinator of Pastoral Outreach to Hispanic Young Adults.

POSITION RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Offer formation and support to Hispanic young adults.
- Design a comprehensive formation program (human, Christian and ecclesial values) collaboratively with other diocesan offices.
- Immerse and do outreach with those parishes with a greater population of Hispanic young adults and convene a leadership by creating communication avenues between the Diocese and those parishes.
- Provide a methodology, which includes but is not limited to using media and networking resources, that would allow us to bring together young adults with varied educational backgrounds, and work in response to Hispanic culture.
- 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.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Fully bilingual (Spanish) and bicultural.
- Must have the ability to work collaboratively with diocesan offices and parishes.
- Must have the ability to develop a formation program that encompasses social values and issues that affect the young adult, as well as vocation, service and commitment.
- Must be able to design and sustain a program that attracts young adults and enables them to live their Christian vocation to the fullest.
- BA or equivalent and Catholic background.
- Experience in working with youth/young adults.
- Ability to organize, plan, and implement interactive programs.
- Effective leadership and team-building skills in working with peers, clientele, diocesan leadership.
- Have a valid drivers' license and ability to commute throughout the diocese.
- Be available to work evenings and weekends as needed.
- Excellent verbal and written communication skills; analytical/problem solving skills.
- Efficient online and networking skills.
- Effective ability to operate computer programs: MS Word, Excel, Power Point, Publisher, as well as to operate office machines (fax, copier, printer, telephone, etc.)

Qualified candidates please send resume with cover letter to:

Diocese of San Bernardino
Attn: Maria Harkin
1201 E. Highland Avenue
San Bernardino, CA 92404
Fax: 909-475-5189
Email: employment@sbdioocese.org