

Office Director

Office of Ministry with Young Catholics, Pastoral Center

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 Office of Ministry with Young Catholics is committed to serving and giving hope to the young people of the Diocese of San Bernardino by providing resources, training, and consultation. We strive 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.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Promotes the vision and mission of the Diocese, as directed by the Bishop, and in accordance with the NCCB document Renewing the Vision.
- Provides training, material resources, and pastoral support to parishes with a focus on the development of youth ministry and young adult ministry teams at the parish level.
- Creates, coordinates, and implements courses of the Ministry Formation Institute for youth and/or young adult ministry specializations.
- Responsible for overall administration of the Office of Ministry with Young Catholics.
- Acts in an advisory capacity to the Bishop on matters relating to young Catholics.
- Plans and collaborates with diocesan offices to provide opportunities for participation of young Catholics in their respective areas of ministry.
- Advocates outreach to all cultural communities in the diocese.
- Ensures that training, curriculum, and programming which are offered show respect for, and sensitivity to, the cultural and life experiences of all young people.
- Actively supports intercultural communication and collaboration among parish, vicariate, and diocesan groups in respect to young Catholics.
- Participates in regional, state, and national youth organizations benefiting the ministry and diocese.
- Complies with all applicable organization, department, and office policies and procedures.
- Complies with all applicable security and safety policies and procedures, including policies for the protection of children and youth.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bachelor's or Master's Degree in Religious Studies, Pastoral Ministry, Religious Education, Theology or related field.
- Must have excellent leadership and supervisory experience and skills.
- Must have strong organizational, interpersonal, and collaborative skills.
- Must have ability to interact effectively in a multi-cultural setting.
- Must have a minimum of 5 years previous experience in a related field.
- Bilingual preferred: English/Spanish
- Must have effective verbal and written communication skills, ability to operate PC's as well as other office machinery.
- Must have ability to process and complete multiple tasks effectively
- Must have a valid driver's license and reliable transportation to travel throughout diocese as needed

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume to:

**Attention: Maria Harkin, Diocese of San Bernardino, 1201 E. Highland Avenue, San Bernardino, CA 92404
Email: employment@sbdiocese.org or fax to: 909-475-5189**