

**Youth Programs Coordinator**  
Ministry with Youth Office (MYO), 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 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. We are currently accepting resumes for a Youth Programs Coordinator with the Ministry with Youth Office.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Responsible for consulting, networking, and collaborating with all parishes in the Diocese of San Bernardino in all areas of ministry with youth.
- Visit and consult with Pastors, parish leadership, and/or Coordinator of Youth Ministry to promote Youth Ministry in all parishes. Help parishes develop and provide resources to Youth Ministry leadership team.
- Lead and facilitate MYO events, trainings, and programs. Collaborate with the Director to offer professional quality formation programs for youth.
- Plan, design, develop, coordinate and implement new programs, events, and activities for youth, and youth ministry volunteers. Form committees for all MYO functions. Ensure that all MYO Programs are inclusive and embracing of the varied ethnic and cultural realities of the Diocese of San Bernardino.
- Train and mentor Specialization Course instructors; update course materials in collaboration with instructors.
- Develop events and programs in response to the needs of parishes. Develop and maintain existing and new programs, events, and activities to promote and model Comprehensive Youth Ministry.
- Attend Episcopal Visitation Town Hall meetings and/or Meeting with Youth and Office and Department staff meetings.
- Collaborate with Diocesan offices to promote, coordinate, and implement MYO Programs. Write and submit monthly Ministry Reports to office director. Accountable for budgeting and maintaining finances for events and programs.
- Assist Secretary in proofreading English/Spanish translations as needed. Make copies and prepare materials for meetings, programs, and events. Represent office director at meetings and diocesan events as necessary.
- Comply with all applicable Diocesan, Department, and Office policies and procedures; Complies with all Diocesan Safe Environment, Code of Conduct, and security policies and procedures.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

- B.A. or in process, Certificate in Youth Ministry, Certificate in Pastoral Juvenil Hispana, or M.A. in Religious Studies, Religious Education or in process, Pastoral Theology, Theological Studies, or Education.
- Understanding of Comprehensive Youth Ministry vision, model of Hispanic Youth Ministry, Diocesan Mission Statement, and parish-setting Hispanic Youth Ministry.
- Minimum 3 years of experience in working and ministering with adolescents, young adults, and adult leaders at the parish and/or diocesan level. Ability to create, implement and develop new plans and programs.
- Must be Bi-lingual, bi-literate: English/Spanish skills and ability to multi-task.
- Must be Practicing Roman Catholic in good standing. Have professional public appearance.
- Accountability in planning, follow-through, meeting deadlines, effective and efficient work style.
- Must have interactive communication skills (written and verbal), time management, organizing, and conflict management skills. Must have ability to work in a multi-cultural environment.
- Must be flexible and able to adjust to change. Must be able to travel locally and out of state as required; overnight travel may be required. Must be available to work evenings and weekends.
- Proficient in computer skills (Outlook, Microsoft Word, Publisher, PowerPoint, Excel, Access, Internet).
- Must have a valid California Driver's License and reliable transportation.

**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 a cover letter and resume to:**

Attention: Maria Harkin, Diocese of San Bernardino, 1201 E. Highland Avenue, San Bernardino, CA 92404

Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org) or fax to: 909-475-5189