



Assistant Youth Minister 19 Hours A Week

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.

General Description: This employee supports the *Coordinator of Youth and Young Adult Ministry* by assisting in planning and implementing excellent programs for Middle School and High School Catholics.

Responsibilities include but not Limited to:

1. Assists with the planning and preparation for all retreats and youth events.
2. Utilizes social media and other platforms for communication with teens and families.
3. Assists Youth Minister with developing creative ways in which to meet the spiritual needs of the teens.
4. Answers phone calls and responds to messages and emails in a timely fashion.
5. Assists the Youth Minister in maintaining the parish website information and submitting bulletin articles.
6. Communicates professionally with parents and teenagers involved in youth programming.
7. Assists with program registrations throughout the year.
8. Assists the Youth Minister in the planning of special events, ministry appreciation, and sacramental celebrations.
9. Working weekend and evening requirements.
10. Undertakes other duties as directed

Position Requirements:

- Bilingual, English/Spanish preferred
- Ability to meet the non-traditional schedule necessary to fulfill job requirements
- Graduate of the Diocesan PMFP program preferred, or willingness to complete
- Ability to relate with children and adults
- Ability to work in a collaborative and supportive way with parish staff, parents, and volunteers.
- Organizational, management and administrative skills as well as Microsoft Office computer skills
- Knowledge of social media and its functions

Physical requirements:

- Able to lift 30 lbs; able to climb stairs; stamina and good hearing.
- Standing, walking, sitting, carrying, reaching, hand/finger movements required.
- Presence at the Parish is required at regularly scheduled times to be negotiated with the Youth and Young Adult Minister and Director of Pastoral Life.

Interested candidates, please email your resume:
Monica Aguilar, Director of Pastoral Life - maguilar@sbdiocese.org
The Holy Name of Jesus Catholic Community of Redlands, California

The Diocese of San Bernardino is an Equal Opportunity Employer.