

# Associate 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 Associate Director position is responsible for assisting the office director in the implementation of the mission of the office and all functions. This position will own the development and implementation of resources for parish young adult ministers, parish staff, and leadership teams to meet the needs of young adults (ages 18-39, married or single). Under the direction of the office director, this position will also execute and supervise the Young Adult Missionary House project for the Diocese of San Bernardino.

### Examples of Essential Job Functions:

- Assists the Office Director with the implementation of the mission and vision of the office and diocesan core values in all areas of the Ministry with Young Catholics.
- Assists the Office Director leading and supervising the diocesan pastoral center office staff in a professional and pastoral environment.
- Assists the Office Director in the development and implementation of Young Adult and Pastoral Juvenil programs and trainings including providing direction and resources to parish young adult ministers, parish staff, and leadership teams to meet the needs of young adults (ages 18-39, married or single).
- Assist the Office Director in establishing strong relationships and collaboration with pastors, administrators, pastoral coordinators, young adult ministers, other parish leadership teams.
- Assists the Office Director in the planning, development, training for all clergy, employees, and volunteers in accompaniment and comprehensive ministry with young people including consultative services and assistance related to evangelization and discipleship models that respond to various life stages.
- Assist the Office Director in the supervision of the Young Adult Missionary House staff and project.
- Articulate a comprehensive vision for young adult ministry laid out by USCCB *Sons and Daughters of the Light*, Apostolic Exhortation: *Christus Vivit* and Diocesan Mission and Vision Statements.
- Under the supervision of the Office Director, create, develop, maintain, and grow diocesan and parish young adult ministry programs and other forms of outreach for young adults through evangelization opportunities. These include: retreats, service opportunities, local mission trips, sports tournaments, Theology on Tap, World Youth Day, Beloved Couples Conference, networking, and community building opportunities, among other gatherings throughout the year.
- Create, develop, maintain, and grow regular leadership training programs, ministry workshops, and one-on-one mentoring to ministry leaders. These include: Young Adult Specialization Course, leadership trainings, ministers' retreats, monthly vicariate gatherings, Catholic Social Teaching training, young adult forums, peer ministry networks of leaders across the diocese as well as other gatherings throughout the year.
- Outreach and engage with local civic organizations that serve young adults in their communities.
- Expected to fulfill the ministry's administrative tasks. Among these are: Writing and submitting monthly ministry reports and budgets in a timely matter, attend daily phone and email communication correspondence, ensure full implementation of Diocesan Safe Environment policies, represent the office director in meetings and/or diocesan events.
- Seek to create a culture of encounter, accompaniment, and missionary discipleship by leading with example and living diocesan values: Hospitality, Collaboration, Faith Sharing and Reconciliation.
- Regularly engage in appropriate professional and spiritual development opportunities, including ongoing formation, theological reflection, prayer, actively seeking the sacraments, and fostering a life of charity and justice.
- Other duties as assigned by the supervisor.

### Qualifications Guidelines

- Thorough knowledge and familiarity with the organizational structure and practices of the Roman Catholic Church. Must be a practicing Catholic.
- B.A. in Theology, Pastoral Ministry, Religious Studies, OR related field is required, M.A. Degree in theology or related degree preferred OR equivalent Advance Diocesan Certification.
- Must have solid knowledge and understanding of comprehensive ministry with young adults.
- Three to five years' experience in young adult or campus ministry in a parish, diocese, or other educational settings.
- Proven experience with creating, designing, developing, and implementing ministry programs.
- Excellent communicator with advanced presentation skills and interact with diverse personalities, young adults, and adults.
- Proven mature decision-making skills.
- Excellent administration and time management skills
- A team player; committed to a strong sense of collaboration and inclusion in ministry.
- Proficiency in *Microsoft Office Suite*, proficient in using social media platforms (Facebook, Instagram, Twitter, YouTube, etc.).
- Must be sensitive to the needs of the multi-cultural Southern California environment.
- Bilingual English/Spanish preferred, but not required.
- Must be available to work evenings and weekends. Occasional local and overnight travel may be required.
- Must have a California driver's license and auto insurance.

### 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 and salary requirements to:

Attention: Paula Garcia  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404  
Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)

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