

Youth/Young Adult Group Coordinator

ST. PATRICK – MORENO VALLEY

Part Time: 12 hours/week / \$21.00/hour

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.

YOUTH/YOUNG ADULT MINISTER RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

The Youth & Young Adult Coordinator at St. Patrick's Parish (Moreno Valley) is responsible for developing and leading a relational, engaging ministry for High School youth and young adults. This part-time (12 hours per week) position focuses on evangelization, leadership development, and creating opportunities for youth and young adults to grow in faith and actively participate in parish life. Major position responsibilities and regular activities include the following:

- Develop and implement a sustainable Youth & Young Adult Ministry plan appropriate for a 12-hour/week schedule.
- Plan, coordinate, and lead weekly youth gatherings.
- Organize retreats, service projects, social events, and faith-based activities.
- Recruit, train, and support volunteer core team members in compliance with diocesan Safe Environment requirements.
- Foster leadership development among youth and young adults.
- Promote participation of youth and young adults in parish liturgy, ministries, and community life.
- Maintain regular communication with families of youth participants.
- Promote ministry activities through parish communication channels (bulletin, Flocknote, website, social media).
- Maintain attendance records and basic program documentation.
- Coordinate scheduling of youth and young adult events and activities.
- Prepare and monitor a modest ministry budget.
- Submit periodic updates or reports to the Pastor.
- Attend required parish and diocesan youth ministry meetings as appropriate.
- Participate in ongoing formation and professional development.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES:

- Active, practicing member of a Roman Catholic parish faith community in good standing.
- Preferred completion of a Bachelor's degree in Theology, Ministry, Education, or a related field.
- Diocesan formation (PMFP) and CMFP preferred; Certification in Youth Ministry or related field strongly preferred.
- Experience in Youth and/or Young Adult Ministry preferred.
- Ability to work in a multicultural environment and serve a diverse parish community.
- Bilingual in English and Spanish preferred.
- Strong interpersonal and communication skills with the ability to interact in a professional and pastoral manner with parishioners, volunteers, staff, and visitors.
- Ability to multitask, prioritize responsibilities, and work independently within a part-time structure.
- Computer literate with proficiency in Microsoft Office Suite (Word, PowerPoint, Publisher) and familiarity with social media platforms and digital communication tools.
- Ability to work evenings and weekends as required for the needs of the parish and/or parish events.

PHYSICAL REQUIREMENTS:

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

Interested candidates, please forward your resume to:

Eileen Salazar, HR Generalist

e-mail: esalazar@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.