

Youth/Young Adult Minister and Parish Social Media Coordinator

ST. PATRICK – MORENO VALLEY

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:

- Reaches out to all youth & young adults in the community
- Develops close communication with and mutual support from families of youth
- Remains current with youth ministry resources and programs for core team and those attending youth group gathering.
- Creates and develops youth core group and provides enrichment opportunities for leaders
- Develops leadership skills in youth & young adults
- Plans, coordinates and implements retreats and once a week gatherings for youth (The Journey)
- Plans, organizes, and implements programs/experiences that provide a holistic approach in meeting the needs/interests of youth & young adults
- Attends Vicariate meetings and Diocesan meetings for Youth & Young Adult Ministers on a monthly basis and monthly pastoral council meetings
- Submits annual financial report and budget; administers budget throughout the year
- Maintains necessary office and program records, including a log of activities and time
- Determines effective means for publicizing and promoting programs and experiences
- Submits periodic reports to the pastor detailing programs in youth & young adults ministry
- Supervises and coordinates scheduling of youth & young adults events and activities
- Works with youth ministry team on goals and ideas to meet the youth ministry needs
- Promotes greater participation of youth & young adults in parish life
- Is aware of community agencies and resources that interface with youth & young adults
- Create opportunities of involvement in community service projects
- Maintains communication with the Office of Ministry with Young Catholics
- Attends continuing formation on Youth & Young Adult Ministry and Diocesan events, as requested
- Establishes relationships with other Youth & Young Adult Ministers
- Creates opportunities of youth interaction in our parish ministries
- Other duties as assigned

PARISH SOCIAL MEDIA COORDINATOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Develop, implement & manage parish social media content: Facebook/Instagram/YouTube/Flocknote/websites
- Create engaging text, image & video content using CANVA or other software
- Facilitate Livestream of Masses and other parish events as needed

QUALIFICATION GUIDELINES:

- Preferred completion of bachelor's degree.
- Preferred completion of PMFP AND CMFP. Certification in Youth Ministry.
- Must be multi-tasked oriented and have the ability to interact in a professional and pastoral manner.
- Must have the ability to work in a multi-cultural environment.
- Bilingual in English and Spanish desired.
- Must be computer literate in Word, Power Point, Publisher and social media platforms.
- Active member of a Roman Catholic parish faith community, strong interpersonal, communication skills, needs to be flexible with work schedule as necessary.

PHYSICAL REQUIREMENTS:

Includes but not limited to standing, sitting, kneeling, bending at the waist, stooping, walking, running, and driving. Lifting and carrying in excess of 25 lbs. as necessary. Position requires utilizing PC, including reading the screen and utilization of keyboard

Interested candidates, please forward your resume and salary requirements to:

St. Patrick Catholic Church

Attn: Holly R. McCann

10915 Pigeon Pass Rd, Moreno Valley, CA 92557

Email: hmccann@sbdioocese.org Ph: 951-485-6673

The Diocese of San Bernardino is an Equal Opportunity Employer.