

JOB DESCRIPTION

JOB TITLE: Program Coordinator

Exempt: Yes

Supervisor: Bob Walters

Employee Name:

SUMMARY: Coordinates diocesan programming for youth, youth ministers and young adults. Works with PCAs/Parishes to provide training, consultation, assessment and ministry planning for sustainable and effective ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned.

- Designs and creates new programs for the office.
- Selects, trains and terminates volunteers for all assigned programs.
- Represents the office of youth/young adult ministry in the absence of the director.
- Uses discretion & independent judgment to make sound decisions effecting the office.
- Plan and coordinate diocesan programming as assigned.
 - Maintains individual program budgets for the above and insures that all financial matters are handled in a timely fashion.
 - Retains, oversees and invoices subcontractors for events as appropriate and within program budgets.
 - Maintains Google Sheets for tracking event attendance.
- Manages the registration/invoicing process for all assigned programs and utilizes the diocesan accounting office as needed to accomplish these tasks.
- Responsible for promotion, including the development/revision/posting of materials/resources, of all assigned programs according to the office of youth & young adult ministry's event program timeline. These include, but are not limited to diocesan website, social media, advertisements, flyers/brochures, manuals, training resources/publications.
- Weekly administrative duties include but are not limited to:
 - Process all finances (ATP's/deposits) and update the financial ledger
 - Compose and send events/updates via Wednesday email
 - Post events/update to diocesan website and events calendars
 - Oversee social media posts, including those posted by event coordinators
 - Compose mail chimp emails and make updates to contact list
 - Updating the database and email contact list
 - Maintains all Google Sheets for tracking purposes
 - Secretarial tasks as assigned by the director
- Assists in planning diocesan events and the office promotion timeline. Attendance is required at all events.
- Conduct visits to parishes and individual consultations with their pastors and parish young adult ministry leaders when needed
- Present at all staff meetings/phone calls.
- Assists department director in developing department budget for program areas under their supervision.
- Strongly encouraged to attend an annual spiritual retreat.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Knowledge of Catholic youth and young adult ministry models and methods
- Ability to speak to groups effectively
- Strong oral and written communication skills
- Strong computer skills (familiarity with social media and cloud based software preferred: CRM, project management, etc.)
- Demonstrated knowledge of issues affecting youth/young adults and families
- Valid NYS driver's license and use of registered and insured vehicle and willingness to travel throughout the diocese
- Current certification in diocesan child and youth protection program
- Active member of the Roman Catholic faith community and in good standing

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE: BS or BA required preferably in a relevant degree in theology or religious education. Certification in youth/young adult ministry from an accredited national program is highly recommended. Three years of parish youth/young adult ministry (or equivalent) and diocesan level experience recommended.

OTHER SKILLS AND ABILITIES: This position can be physically strenuous at times, often requiring heavy lifting of equipment/materials and the ability to lead others on physically demanding trips/pilgrimages

Approved: _____
Employee Date

Supervisor Date