

## **JOB DESCRIPTION**

**JOB TITLE:** Program Coordinator (Office of Adolescent Catechesis and Discipleship)

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**Exempt:** No

**Supervisor:** Bob Walters

**Employee Name:**

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**SUMMARY:** Coordinates diocesan programming for youth & young adults. Works with PCA/Parish leaders to provide events and initiatives.

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

- Coordinate diocesan programming as assigned:
  - Maintains individual program budgets for the above and ensures that all financial matters are handled in a timely fashion.
  - Retains, oversees and invoices subcontractors for events as appropriate and within program budgets.
  - Utilizes registration/attendance/invoicing process for all assigned.
  - Assists with promotion of all assigned programs according to the Office of Adolescent Catechesis and Discipleship's event program timeline. These include, but are not limited to the diocesan website, social media, advertisements, flyers/brochures, manuals, and training resources/publications.
- Additional tasks/responsibilities 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 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.

- Must be 21 or older.
- Ability to speak to groups effectively.
- Strong oral and written communication skills.
- Strong computer skills (project management, spreadsheets and word processing; familiarity with social media and cloud based software preferred).
- 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:** Minimum of Associate degree desired, commensurate experience will be considered. Must be able to work independently as well as working closely with team members. Previous experience supervising and/or working with volunteers a plus. Ability to plan events, small and large, with attention to detail and follow through a must.

**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