



## JOB DESCRIPTION

Diocese of Orange, Diocesan Pastoral Center

**POSITION TITLE:** Coordinator of Young Adult Ministry & Evangelization

**FLSA STATUS:** Exempt

**PAY RANGE:** \$66,560 - \$85,000

**DEPARTMENT/PROGRAM:** Office of Youth & Young Adult Ministries

**REPORTS TO:** Director of Youth & Young Adults

**SUPERVISORY RESPONSIBILITY:** Young Adult Ministry Specialists or Regional Deanery Coordinators as well as volunteers and interns, can also have additional supervisory responsibility as determined by project(s)

**INTERNAL/EXTERNAL CONTACTS:** Working with Diocesan Staff at the Pastoral Center as well as Young Adult Leaders from across the Diocese of Orange

**PRIMARY PURPOSE:** The Coordinator of Young Adult Ministry & Evangelization will primarily be responsible to ensure the sharing of Jesus Christ' mission to all Young Adults, ages 18-39 in Orange County, through young adult ministries and efforts in all parishes, centers, and universities.

Through a well-articulated strategy, robust formation, standards, and markers of ministerial success – the Coordinator of YA Ministry and Evangelization will accompany, guide, mentor and lead the ministry leaders and their ministries to be the very best in the nation – serving young adults, young couples and young families. This position includes occasional evenings and weekends.

### **PRIMARY FUNCTIONS:**

Essential duties and responsibilities include:

1. Oversee, lead, guide, evaluate and coordinate the very best Young Adult Ministry in the Diocese in cooperation and collaboration with Young Adult Ministers, Movements and College Campus Ministry Leaders and their constituents.
2. Enact and steward the strategic plan initiative to focus and serve the young adult population, especially focusing on college age, young professionals, couples and young families.
3. Create and coordinate the development of a Young Adult Ministry Onboarding and Training Curriculum and/or appropriate formation plan that provides a



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- diocesan-wide evangelization culture with events and programs for young adults.
4. Oversee the development of guidelines and policies for young adult ministry, as well as necessary young adult faith formation in collaboration with other diocesan offices.
  5. Plan, coordinate, execute and evaluate in-service, spiritual enrichment, leadership training, and community building opportunities for young adult ministers and Catholic university campus ministry leaders.
  6. Collaborate with Emmaus Institute and any other formation institution (supported by Emmaus) to create educational opportunities and promote diocesan certification.
  7. Coordinate on-going meetings/gatherings of young adult leaders at the diocesan and/or deanery level.
  8. Assist Young Adult Ministers, University Campus Ministry leaders in selecting curriculum, resources and designing and evaluating YA Ministry programs.
  9. Represent and or delegate the representation of the Diocese at approved national, regional, and diocesan conferences and meetings for Young Adult Ministers.
  10. Participate in preparation, implementation and management of departmental budget, especially when it comes to Young Adult Ministry efforts, can include but not limited to working with University budgets.
  11. Create and present quarterly reports of successes, ministry learnings and best practices to ensure the highest quality young adult ministry is being offered at the parish, deanery and diocesan levels.
  12. Performs other work-related tasks as assigned and/or needed.

**SECONDARY FUNCTIONS:**

- Maintains positive working relationship and communication with leadership at the diocesan pastoral center, parish staff and parish volunteers.
- Coordinates & collaborates with efforts of all diocesan departments, especially the Diocesan Youth & Young Adult Ministry office and Hispanic Ministry.
- Understands and is up to date on
  - Liturgy planning and implementing
  - Recruitment of and training of ministers and volunteers
  - Ministry curriculums, biblical studies and relevant theological topics
  - Administration needs of parishes, centers and groups
  - Latest research on youth and young adult trends
  - Apply formation into daily ministry settings (i.e., prayer, classes, formation etc.)

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Practicing Catholic with knowledge of parish Youth and Young Adult Ministry
- Strong organizational and communication skills with ability to multi-task and attention to detail



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- Excellent writing, spelling and grammar skills and experience writing articles, announcements, short messages, blog entries, editing website, and other possible written materials
- Ability to work both independently and collaboratively in a team setting and environment
- Five years of successful experience(s) working with young adults in a professional and/or ministerial setting
- Master's Degree in Theology, Religious Studies or related field
- Proficiency in Microsoft Office including Word, Excel, Outlook, Publisher etc. and some basic website editing and managing social media
- Valid California Driver's License

**DESIRED:**

- Advanced computer skills in coding, programming and/or graphic designs
- Bilingual - English/Spanish/Vietnamese
- Effective public speaking skills and ability to facilitate large and small groups
- Experience in organizing small and large events for a diverse audience
- Ability to design curricula and develop programs
- Certificate in Youth Ministry or equivalent (i.e., Theology Certificate, Biblical Studies, Master Catechist etc.)

**WORK ENVIRONMENT**

- **Working Conditions:** Typical office environment as well as travelling to various parishes/centers to meet with local leadership
- **Equipment Operation:** Multi-line telephone, computer, tablet, fax machine, multi-copier, scanner, paper shredder and calculator.
- **Physical Tasks:** Carrying and setting up for meeting, gatherings (ie. water bottles, drinks, pastries, water jugs etc.)

**TO APPLY**

Interested applicants should submit a cover letter and resume to [acervantes@rcbo.org](mailto:acervantes@rcbo.org), Armando M. Cervantes, Director of Youth & Young Adult Ministry by no later than Friday, January 26, 2024.

Applications will be reviewed and followed up through email in the order they were received