



## JOB DESCRIPTION

Diocese of Orange, Diocesan Pastoral Center

**POSITION TITLE:** Youth & Young Adult Events & Projects Coordinator

**FLSA STATUS:** Exempt

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

**DEPARTMENT/PROGRAM:** Youth & Young Adult Ministry

**REPORTS DIRECTLY TO:** Director of Youth & Young Adult Ministry/Hispanic Ministry

**PRIMARY PURPOSE:** The Youth & Young Adult Events & Projects Coordinator operates within the Youth & Young Adult Ministry Office, focusing on the organization, coordination and execution of events and projects aligned with the overarching mission of engaging, encouraging, and evangelizing youth, families, and young adults.

This crucial role includes events and projects at both diocesan, deanery and parish levels, encompassing organization, budgeting, logistics, registration, marketing, implementation, and evaluation. The project & events coordinator will work across all ministerial departments, especially between the faith formation ministry offices to ensure cross-collaboration and a wider engagement and evangelization. This position includes occasional evenings and weekends.

### **DUTIES AND RESPONSIBILITIES:**

- Manage all events and project lifecycles, including scope, resources, schedule, initiation, and deployment.
- Facilitate the implementation and execution of all events and projects including but not limited to creating and tracking budgets for the Youth & Young Adult Office and some from Hispanic Ministry Office.
- Develop comprehensive project plans, milestones, and work breakdown structures, ensuring high-quality and timely completion.
- Research and evaluate best standards and trends, incorporating best practices to enhance quality of every event.
- Contribute to the development of training materials for ministers and ministries, emphasizing best practices in project management and event coordinating.
- Provide regular reports on project and event status and keep leadership and management informed and up to date.
- Offer on-going follow-up with the appropriate local and onsite partners as well as external partners ensuring on-time communication and appropriate project deadlines and deliverables.



## **QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:**

### **REQUIRED:**

- Extensive knowledge of event management, project coordination and or similar experience.
- Understanding of parish, interparish, and diocesan catholic ministries
- Strong organizational skills, capable of multitasking and enhancing project-based events.
- Excellent communication skills (verbal and written), demonstrating attention to detail and contributing to the development of proper business models and operating structures.
- Ability to manage expectations, leaders, volunteers, events, and organizational resistance to a metrics-based approach for quality control.
- Ability to manage alternative work arrangements to meet organizational needs.
- Bachelor's degree in business, theology, or equivalent degree experience.
- Minimum of three years of successful experience in project or event organization and management.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher), basic website editing, and social media management.
- Valid California Driver's License.

### **DESIRED:**

- Certificate in Youth & Young Adult Ministry (i.e., National Certificate in Youth Ministry, Theology Certificate, Biblical Studies, Liturgy, Master Catechist etc.)
- Experience with event and project management, analysis and coordination.
- Master's degree or equivalent certification in business, organizational management, project management, or a similar field of study
- Experience writing articles, announcements, short messages, blog entries, editing websites, written materials.
- Advanced computer skills like building websites, expertise in Excel or PowerPoint and/or graphic designs (i.e.. CANVA, Constant Contact, Basecamp etc.)

**EQUIPMENT OPERATED:** Multi-line telephone, computer, possibly tablet, projector, copier, scanner, paper shredder and calculator.

## **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/Hispanic Ministry by no later than Friday, March 1, 2024.

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