

Youth Minister Assistant

St. Boniface, located in Anaheim, is seeking an Assistant Youth Minister to serve in part time, non-exempt, “at will” position working in the office of Youth Ministry and Confirmation. The Assistant Youth Minister reports directly to the Director of Youth Ministry and is responsible for assisting and supporting the Youth Minister at all youth ministry events. This is an opportunity for a dynamic youth leader who is involved in the Youth Ministry and Confirmation Program. As a representative of the Roman Catholic Church, the Assistant Youth Minister will conduct him/herself according to the goals and mission of the Church in the performance of duties.

Job Duties:

- 20 hours per week
- Maintain scheduled office hours
- Maintain Confirmation registration, permission slips and attendance records
- Safe Environment process and record keeping
- Assist Director with bookkeeping
- Maintain professional and clean office space
- Available to communicate with parents and volunteers
- Provide administrative support: flyers; filing, correspondence, technological marketing
- Handle scheduling: rooms, hall, and big events
- Support Youth and Young Adult nights and confirmation classes by: shopping, gathering materials, supplies and making copies, and teaching class if necessary.
- Attend youth events in assistant’s role
- Commit to continued personal formation

QUALIFICATIONS:

Job Knowledge, Skills and Abilities:

- Must be a practicing Roman Catholic
- Ability to establish total spiritual experiences (catechetical as well as experiential) which will meet the needs of today’s High School students.
- Must have a working knowledge of group dynamics, organization, and as well the ability to coordinate and carry out events.
- Must have good communication, organization and leadership skills.
- Ability to work with a minimum amount of supervision and able to make independent and good judgment decisions within the established policies and procedures of the Roman Catholic Church, Diocese of Orange and the St. Boniface Youth Ministry programs.
- Ability to exhibit dependable and reliable work habits.
- Must be a positive role model for the youth and be committed to faith sharing.
- Must have the ability to relate to and maintain an effective working relationship with youth and adults from various socio-economic and ethnic groups
- Knowledge and proficiency in computer operations and programs including Word, Excel, Access, Publisher, is preferred.
- Knowledge of general office procedures is preferred. Safe Environment clearance and background checks are required.
- Bilingual English/Spanish preferred

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education

- Achieved or working towards degree in sociology, psychology, religious education or related subjects and/or experience.
- Basic Certification as a diocesan religious educator or a clearly defined plan to achieve basic certification.

Experience

- One or more years of experience in a recreational or similar program working with youth.
- One or more years of experience in coordination of youth ministry or religious education programs.

Application Process:

If interested, please submit your resume via email to stboniface120@aol.com We will contact you by telephone after reviewing your resume.