

Job Posting Form

Date Posted: 9/23/2016

Send completed application to: Ann Zilliox
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: azilliox@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Ministry Development Coordinator

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Youth & Young Adult Ministry

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

The Ministry Development Coordinator supports parish efforts to develop and/or strengthen effective and comprehensive ministry with youth (middle school and high school aged) and young adults (ages 18-39). This full-time position has a particular focus on developing and providing resources, training and consultation for youth and young adult ministry leaders. Specific responsibilities include: developing, facilitating and promoting ministry formation and networking activities for leaders; developing web site and social media outreach; supporting local, collaborative ministry programs; assisting with development of department programs and events; and other duties as assigned.

Qualifications: Required Education/Experience

- Bachelor's degree, preferably in theology, pastoral ministry or related field. Master's degree in theology, pastoral ministry or related field preferred. Minimum of three to five years of experience in parish youth ministry, young adult ministry or related pastoral ministry, such as college campus ministry or related parish ministry. Must have an extensive understanding of all stages of adolescence and thorough understanding of the vision, models and methods of comprehensive ministry with these populations. Demonstrated ability and/or understanding of how to plan and conduct such ministry within a Catholic parish is required. Must be a fully initiated Catholic and participating member of a Roman Catholic faith community.

Desired Skills

- Excellent leadership skills, communication skills, and pastoral planning ability; skills for leading training and consultation; ability to collaborate with other individuals and groups; ability to facilitate groups; excellent organizational skills and ability to manage multiple projects; genuine respect and concern for youth and young adults. Must be willing to travel throughout diocese and work some evenings and weekends. Must possess excellent computer skills, including proficiency in MS Word, Excel, Publisher, Access and PowerPoint, proficiency with social media, ability to employ effective social media strategy, and proficiency or ability to become proficient with using content management systems for web site development. Must be able to reflect on and articulate personal faith, Church teachings and Scriptural tradition in a manner that presents the beauty of the Catholic Church to young people and those who work with them.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**