

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>Office of Youth and Young Adult Ministry, Newman Catholic Center, Sacramento</b>
<b>POSITION:</b>	<b>Program Coordinator</b>
<b>CATEGORY:</b>	<b>Non-Exempt</b>
<b>STATUS:</b>	<b>Full Time</b>
<b>SCHEDULE:</b>	<b>40 hours per week</b>

**SUPERVISOR:** Director of Newman Catholic Center-Sacramento

### **JOB SUMMARY:**

The Program Coordinator supports the Director in fulfilling the mission of the Newman Catholic Center by the coordination and facilitation of various ministries, support of student ministry leaders, administrative & logistical tasks, marketing & outreach activities, and/or other tasks as assigned by the Director. The Newman Centers in the Diocese of Sacramento are transitional student communities that support and empower college student leaders to make disciples of Jesus. The Newman Catholic Center is part of the Office of Youth & Young Adult Ministry that strives to build up a church that shares God's love with the young through presenting the gospel in a relevant and beautiful way, cultivating servant leadership, accompaniment, and living authentic Christian community.

### **Specific responsibilities include:**

- Assists and supports the Newman Director in providing pastoral, administrative and strategic leadership of the campus ministries at Newman Catholic Center by
  - Recruiting, guiding, and training student ministry leaders,
  - Empowering the Newman Council made up of college students to lead the activities of the Newman Catholic Center (i.e. liturgy planning & minister training, music ministry, social justice, faith formation activities)
  - Encouraging the spiritual growth of all students in Newman Catholic Center activities while remaining sensitive to the diversity among students.
  - Meeting with and supporting Newman Center ministry committees
  - Logistical tasks include but are not limited to networking, calendaring, budgeting, fundraising.
  - Administrative tasks include but are not limited to scheduling, phone calling, preparing ministry materials, communication
  - Marketing Newman ministry activities and reaching out to students through tabling, social media and other means
  - Collaborating with the local parish staff as needed
- Collaborates with other campus ministries on the college campus and the other Diocesan Newman Centers
- Participates in training and education opportunities for development, and in diocesan and regional meetings, programs, and projects as directed.
- Takes on other responsibilities as assigned by the Newman Center Director

### **Minimum Qualifications:**

**Education:** Bachelors degree (or higher) preferred, but not required

**Experience:** At least 2 years' experience in campus ministry, youth, and/or young adult ministry

**Qualifications:**

- Catholic in good standing with the Church
- Knowledgeable and comfortable with Catholic doctrine and practice
- Relational, accessible, warm and friendly, genuine, caring and compassionate
- Advocates strongly and effectively for the Newman Centers and campus ministries
- Ability to work effectively with other staff members, students, volunteers, and external contacts, willing to act as an ambassador of the Newman Catholic Centers and campus ministries
- Excellent communication skills, written and verbal
- Ability to organize and prioritize tasks while leading and motivating others
- Ability to address conflict and challenges professionally and appropriately
- Professional in conduct and action
- Ability to collaborate well with people of many different cultures
- A good understanding of catholic Young Adult Ministry as articulated in the USCCB documents, Sons and Daughters of the Light & Empowered by the Spirit
- Proficient use of technology tools including Office Products and Social Media tools
- Bilingual, English and Spanish preferred but not required

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SIGNATURE OF EMPLOYEE

DATE

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SIGNATURE OF SUPERVISOR

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