



## JOB DESCRIPTION

### I. IDENTIFYING INFORMATION

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POSITION TITLE:	<b>ASSOCIATE DIRECTOR OF YOUTH MINISTRY</b>
DEPARTMENT:	YOUTH MINISTRY
STATUS:	FULL TIME, 12 MONTHS, SALARIED
REPORTS TO:	DIRECTOR OF YOUTH MINISTRY

### II. PRIMARY FUNCTION OF THIS POSITION

The Associate Director of Youth Ministry is responsible for assisting the Director of Youth Ministry with the preparation and implementation of various facets of youth retreats.

### III. POSITION CONTENT

#### MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Lead collaboratively with the Youth Ministry Team in planning, writing, and facilitating high quality retreats in alignment with the Core Values of the Jesuit Spiritual Center.
2. Prepare retreat evaluation data and reports for internal and external use.
3. Assist with budget tracking, contracts, invoicing, and other business operations of the Youth Ministry department.
4. Coordinate retreat logistics, including facility setup, equipment maintenance and organization, print materials, hospitality, team travel, accommodations, etc.
5. Coordinate with the Director of Youth Ministry to provide internal and external Youth Ministry Team communications.
6. Organize and maintain youth ministry team retreat calendar and retreat schedules.
7. Schedule retreat planning meetings and prepare meeting notes and minutes.
8. Design and create content for retreats and social media.
9. Provide music ministry on retreats in collaboration with the Director of Music Ministry.
10. Assist in mentoring and supervising Ignite Interns in their work as members of the Youth Ministry Team.
11. Represent the Jesuit Spiritual Center in its ministry to Catholic schools, colleges, universities, parishes, and other partners.

## POSITION SPECIFICATIONS/REQUIREMENTS

### SKILLS, KNOWLEDGE AND/OR ABILITIES

1. A practicing Catholic; familiarity and identification with the language and values of the Catholic Church
2. Knowledge and understanding of Catholic Youth Ministry as outlined in *Renewing the Vision: A Framework for Catholic Youth Ministry*
3. An understanding of Ignatian Spirituality and the Society of Jesus
4. Effective interpersonal, verbal, and written communication skills
5. Excellent organizational skills with attention to detail
6. Willingness and ability to practice flexibility and to think on the spot
7. Confidence and competence with public speaking
8. Pastoral skills in compassionate listening and providing feedback
9. Ability to welcome and work with diverse groups and individuals (race, socioeconomic, religion, etc.)
10. Ability to engage youth in sharing personal experiences and faith with peers
11. Ability to work both independently and collaboratively

### PREFERRED EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Bachelor's Degree
2. Archdiocese of Cincinnati SafeParish Certification
3. Knowledge and ability to use various software, including Office 365 and Adobe CC
4. Personal and professional experience in retreat ministry
5. Musical ability (instrumental or voice)

## V. WORKING ENVIRONMENT/PHYSICAL WORK DEMANDS

1. Standing or sitting for long periods of time
2. Physical lifting
3. Confidentiality
4. Flexible working hours, including evenings and weekends
5. Some travel included (off-site retreats; conferences, etc.)