

**ST. JOSEPH PILLAR OF FAMILIES
ASSOCIATE DIRECTOR FOR YOUTH EVANGELIZATION
K-6 St. Michael's & St. Peter & Paul's**

POSITION TITLE: Associate Director for Youth Evangelization K-6 – St. Michaels & St. Peter & Paul's
EFFECTIVE DATE:

POSITION SUMMARY:

The Associate Director for Youth Evangelization K-6 St. Michael's & St. Peter & Paul's advances the Archbishop's teaching ministry by working to integrate youth evangelization and catechesis in the context of the process of evangelization and discipleship. The Associate Director reports to the Director for Evangelization and is an active member of a dynamic team that seeks to accompany youth through all stages of the process of evangelization and discipleship.

The Associate Director collaborates closely and congenially with the entire staff of St. Joseph Pillar of Families as well as other family of parishes and the Archdiocese of Cincinnati. The Associate Director for Youth Evangelization K-6 St. Michael's & St. Peter & Paul's must be a model of professional conduct and always represent St. Joseph Pillar of Families and the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. Minimum bachelor's degree in theology, pastoral ministry, religious education or related field preferred and 1-2 years of full-time parish evangelization experience.
3. Experience dealing with youth and Edge curriculum.
4. Strong communication skills. Ability to clearly and accurately articulate information and concepts and command the attention of a wide variety of audiences, both large and small.
5. Team player. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
6. Self-starter. Reliable. Employs good judgment. Demonstrated ability to meet deadlines. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.

REPORTS TO: Director of Evangelization

DUTIES & RESPONSIBILITIES:

1. Coordinate and run Youth Evangelization at St. Michael's K-6
2. Coordinate and run K-6 Youth Evangelization at St. Peter & Paul's
3. First Sacraments – First Communion and First Reconciliation
4. Forming, equipping, and training all catechist for K-6
5. Totus Tuus registration and implementation

SUPERVISION RECEIVED: Works under the direction of the Director for Evangelization.

SUPERVISION EXERCISED: N/A.

*** DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Non-Exempt, 25 Hours a week, Part Time Benefits, Hourly Pay

Special events will require more hours, flexibility with approval

Hours will be spent between St. Michael's, St. Peter & Paul's and Holy Angel's

12 month Contract