



JOB DESCRIPTION
Family and Youth Ministry Officer
English Pastoral Services

GENERAL DESCRIPTION

Reporting to the Director of Family and Youth Ministry, the Family and Youth Ministry Officer assists the Director in assessing needs, planning and implementing of programs, and running Diocesan wide activities which will enhance family and youth ministry throughout the Archdiocese. The Director focuses more upon the theoretical side of the ministry while the Officer works mostly on the practical side.

The Officer will oversee the administration of the Family and Youth Ministry Office. In addition to these responsibilities, the person will assist with various “special” projects as deemed necessary by the Episcopal Vicar of English Pastoral Services or his designate.

SPECIFIC DUTIES

Youth Ministry

- Work on the administration of the Youth Ministry office;
- Create, maintain and update diocesan youth ministry resources, including the diocesan family and youth ministry website, Facebook page and twitter account;
- Maintain an email contact list;
- Publish a monthly Family and Youth Ministry Office newsletter;
- Ensure that Diocesan Responsible Ministry policies (for youth) are followed and adhered to for all persons working with youth for Diocesan youth ministry programs;
- Advise parishes of the Diocesan Responsible Ministry policies (for youth) and encourage adherence of these;
- Assist in the coordination and organization of diocesan events such as youth rallies and youth conferences;
- Work collaboratively with the Director of Family and Youth Ministry in assessing the needs and in planning and implementing programs for youth ministry;
- Accept other responsibilities in the area of youth ministry as may be agreed upon with or directed by the Director of Family and Youth Ministry or the Episcopal Vicar of English Pastoral Services or his designate.

Family Ministry

- Oversee the administration of the Family Ministry office;
- Create, maintain and update diocesan family ministry resources, including the diocesan family and youth ministry website, Facebook page and twitter account;
- Maintain an email contact list;
- Publish a monthly Family and Youth Ministry Office newsletter;
- Ensure that Diocesan Responsible Ministry policies (for family ministry) are followed and adhered to for all persons working with children and youth for Diocesan family ministry programs;

- Advise parishes of the Diocesan Responsible Ministry policies (for family ministry) and encourage adherence of these;
- Assist in the coordination and organization of diocesan family ministry events;
- Work collaboratively with the Director of Family and Youth Ministry in assessing the needs and in planning and implementing programs for family ministry;
- Maintain a current list of marriage preparation programs being offered in the Archdiocese of Ottawa and direct inquiries from parishes to available courses;
- Accept other responsibilities in the area of family ministry as may be agreed upon with or directed by the Director of Family and Youth Ministry or the Episcopal Vicar of English Pastoral Services or his designate.

Special Projects

- Assist with various English Pastoral projects on an “as needed” basis as determined by the Episcopal Vicar of English Pastoral Services or his designate;
- Work collaboratively on “Special Project” responsibilities and tasks, as required;
- Work within the budgeted expense;
- Special Projects may include, for example, but are not limited to: Coordination of various events (i.e. Pastoral Days, Retreats etc.), Creation and formatting of booklets for Diocesan Events, responding to correspondence.

QUALIFICATION AND REQUIREMENTS

- Be a practicing Catholic in communion with the Church and actively involved in church activities
- Committed to the teachings and traditions of the Catholic faith
- A solid understanding of the doctrine of the Church and an understanding of the workings of the magisterium
- Post-secondary education in youth and family studies, theology, and/or comparable fields; equivalent experience may be considered
- At least 5 years of work experience, preferably in family and/or youth ministry
- Strong organizational, interpersonal and communication skills
- Experience in public speaking, facilitation, and project management
- Strong leadership skills
- Experience writing and editing formal and informal communications for diverse audiences and dealing with all social-media based communications (Facebook, Twitter, Blogs, etc.)
- Strong word processing skills, including advanced knowledge of MS Office Suite, particularly Word, Excel, Outlook and PowerPoint
- Ability to work independently and in collaboration with others
- Bilingualism (English and French) is an asset

Please note that the possession of or willingness to provide a clear Vulnerable Sectors Police Records Check is a requirement for this position.