

**Youth Ministry Coordinator
St. James Parish
Okotoks & Black Diamond, Alberta ~ Full Time**

Ministry Position Overview

The Youth Ministry Coordinator, reporting to the Youth Advisory Board, will minister in collaboration with the Parish Priest, Parish Staff and volunteers to the needs of youth in grades 7 through 12 and their families in St. James Parish.

Ministry Position Summary by Areas of Responsibility

Youth Groups (The Intentional & Frequent Gathering of Youth)

The Youth Ministry Coordinator will lead and oversee the two youth groups (Junior High Grades 7-9 and Senior High Grades 10-12) offered weekly by St. James Parish as well as a Young Adult (ages 18-35) group.

Duties include:

- Creating and executing events
- Advertising events
- Budgeting for expenditures
- Recruiting, selecting and training of volunteers
 - Youth Leadership Team
 - Parent Volunteer Team
- Coordinate ministries for Youth Ministered Mass

School (Classroom) Ministry

The Youth Ministry Coordinator will minister to the students in grades 7-12 in the schools connected to St. James Parish on a rotational basis to be determined with parish leadership and school administration.

Duties include:

- Communicating with school administration
 - Includes scheduling of special events for the school at the parish (Ex: retreats)
 - Organizing weekly attendance at Thursday morning mass
 - Monthly update on calendar
 - Quarterly attendance at School Board Meeting
- Visiting classrooms
- Participating in school liturgies
- Schools connected to St. James Parish:
 - Holy Trinity Academy
 - St. John Paul II Collegiate
 - St. Luke's Outreach
 - St. Francis of Assisi
 - St. Mary's
 - Ecole Good Shepherd
 - Centre for Learning @ Home

Working Conditions:

- Full-time position of 35 hours per week
- 10 paid holiday days per year
- Flex-time - combination of daytime office hours, evening and weekend hours
- Works in a well-ventilated office
- Travelling to schools (vehicle not provided)
- Occasional travel to Mission of St. Michael's in Black Diamond
- Remunerated monthly according to the Pastoral Salary Grid of the Roman Catholic Diocese of Calgary

Job Specifications

- Practicing Roman Catholic having received the sacrament of Confirmation and in good standing with the Church
- Relevant university degree and/or combination of education and experience
- Relevant certificate (ex: Certificate in Youth Ministry Studies) or willingness to obtain
- Knowledge of the Comprehensive Youth Ministry Model is considered an asset
- Public speaking ability
- Access to transportation
- Organizational skills
- Working knowledge of Microsoft Office (Word, PowerPoint, Publisher, Outlook) and various forms of digital and social media
- Desired start date: August 1st, 2017

Please submit a cover letter, resume, and Pastoral Reference to St. James Parish in person at the Parish Office (338060-32nd Street East), by mail to Site 7, Box 41, RR 2; T1S 1A2, or by email to religiousedu@stjamesparishrc.com.

Applications will be accepted until a suitable candidate is chosen.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.