

WCACYM Job Posting

POSTING: Summer Seminar Administrator

February 7th, 2017: The Western Canadian Association of Catholic Youth Ministers (WCACYM) is looking to hire a Summer Seminar Administrator for 2017. This position administers courses toward the Certificate of Youth Ministry Studies & the Enrichment Stream. The Summer Seminars are a dynamic part of catholic youth ministry training in Western Canada. The position starts Feb 15th 2017 and concludes on December 31st (pending completion of duties). Contract is for 2017 Summer Seminar sessions. The contract is open for renewal upon completion.

The Summer Seminar Administrator's responsibilities are:

1. Being responsible to and maintain regular communication with WCACYM Core Liaison.
2. Maintain dialogue with the Dioceses and Eparchies of Western Canada, especially those hosting the Certificate program, for current and future training needs.
3. Coordinate courses and course presenters with the Certificate in Youth Ministry administrator & Center for Ministry Development,
4. Sign contract with host site.
5. Oversee volunteer team in preparing and facilitating logistics on site during week of Summer Seminars. Liaison and work with Host Diocese/Eparchy.
6. Maintain records of students within the Certificate program.
7. Submit an annual budget to WCACYM Core, due December 1 for the next fiscal year.
8. Coordinate the finances and remain within the budget - Providing a month report to CORE.
9. Complete an annual financial statement and submit the statement to Core by the following December 1. The fiscal year is September 1 to August 31.
10. Coordinate the Summer Seminar promotions.

Experience in Youth Ministry, as well as an understanding of 1) Comprehensive Youth Ministry and 2) the Certificate in Youth Ministry Studies, are requirements.

A stipend of \$1000 is paid **April 1st 2017, July 1st 2017 and October 1st. 2017** to the Summer Seminar Administrator totaling \$3000 for the 2017 Year.

Summer Seminars 2017 are being held at Queen's House, Saskatoon, July 31st - Aug 5th.

The new Summer Seminar Administrator will have opportunity to meet with the current members of WCACYM Core to become familiar with Summer Seminars. As well as have clear objectives in a month to month timeline. A Letter of Reference of your good standing is required from your Pastor or Bishop, and a contract will be signed stating you agree to the terms above.

CLOSING DATE: Feb 5, 2017 4:00pm PST

Prospective Candidates are to email or mail letter of application, resume and three references to:

Deanna Beaudoin, Chairperson - WCACYM,
5249 Gertrude Rd. ,
Port Alberni BC V9Y 6L1
E-mail: deanna.beaudoin@gmail.com

Applications are due Sunday, Feb 5th, 2017.

Questions? Contact WCACYM Core @ iamwcacym@gmail.com