

Position Title <b>Coordinator of Youth, Young Adult, and Pastoral Juvenil Hispana Ministry</b>	Supervisor <b>Director of Youth, Young Adult, and Pastoral Juvenil Ministry</b>		Classification <b>Exempt</b>
Signature	Date	Signature	Date

**Purpose of position:**

The Coordinator of the Diocesan Office of Youth, Young Adult, and Pastoral Juvenil is employed by the Diocese of Knoxville with approval of the Bishop of Knoxville. The coordinator is responsible for implementing and administering the programs and events of the Office of Youth, Young Adult, and Pastoral Juvenil Ministry in conjunction with the goals and objectives as determined by the Director. This position is an exempt status, a part-time member of the Diocesan Staff for one year, and is an experienced professional.

**Specific duties and responsibilities:**

**RESPONSIBILITIES:**

- Articulate the vision, values, goals, and objectives that foster the development of Catholic discipleship based on the teachings and traditions of the Roman Catholic Church, and the spiritual growth and leadership among the young people of the Diocese.
- To provide training and resources for the youth, young adults, and parish leaders who assist and participate in these ministries.
- Assist the Directors of Youth and Young Adult Ministry and Hispanic Ministry in the education and formation of youth and young adults in all communities.
- Research and evaluate resources that support the ministries.
- Coordinate with each of the parish leaders of youth ministry, young adult ministry, and Hispanic ministry throughout the diocese to maintain consistent and positive contact with the reality of the young people and each parish community.

**ADMINISTRATIVE DUTIES:**

- Participate in scheduled diocesan and departmental meetings and events.
- Assist the Directors of Youth and Young Adult Ministry and Hispanic Ministry in the formulation and administration of an annual budget.
- Prepare weekly written reports as requested by the Directors.
- Manage the activities and responsibilities of the Hispanic youth and young adult ministry.
- Participate in educational and training opportunities for personal development.
- Oversee website and social media accounts for the Office.

**Qualifications:**

- Be a practicing Catholic in good standing and active in the parish.
- Proficiency in both written and spoken English and Spanish languages strongly preferred.
- Must be a practicing Catholic in good standing and active in the parish.
- Demonstrated experience in using commonly utilized software programs (i.e.: Word, Publisher, PowerPoint, Excel, etc.)
- Demonstrated experience in planning and coordinating small and large scale events; including retreats, seminars, and other gatherings.
- Demonstrated experience in related ministry.

- Excellent interpersonal and group communication; both written and spoken.
- Ability to function effectively in a team or collaborative ministry setting among a diverse population.
- Confidentiality, leadership, and reliability.
- Able to work nights and weekends as necessary.
- Able to adjust schedule and travel as required for the success of the position and the ministry.

Reporting Relationships:

- Reports directly to the Director of Youth, Young Adult, and Pastoral Juvenil Ministry.
- Liaison with the Director of Hispanic Ministry for the Diocese.
- Maintain relationship with pastors, youth ministers, campus ministers, and the young adult and pastoral juvenil hispana leaders throughout the diocese.  
Work collaboratively with the deanery youth ministry coordinators, pastoral juvenil council, young adult leadership formation, and diocesan youth ministry advisory council