

The Roman Catholic Diocese of Nashville

Coordinator of Youth Ministry

The Mission Support Office (MSO) of the Diocese of Nashville seeks qualified candidates for the position of Coordinator of Youth Ministry. The Coordinator facilitates the development of youth and young adult ministry in the schools of the Diocese by serving as a resource, support, and communications link with the students, faculty, and chaplains within the Diocese; provides formation and collaborative opportunities for youth ministers; ensures that programs follow the youth ministry components as outline by the United States Conference of Catholic Bishops and supports the Director, Associate Director and Chaplain in the implementation of diocesan programs for youth (6th through 12th grades) and young adults (18+) and those who serve them. This is a regular full-time position reporting to the Director of Youth & Young Adult Ministry. The MSO is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville.

AREAS OF RESPONSIBILITY INCLUDE:

- Supporting the network of pastors and campus and youth ministers throughout the diocese in order to help minister to teens by planning events and providing pastoral support as requested.
- Supporting the Director, Associate Director, and Chaplain with direct and indirect ministries of youth and young adult programming.
- Facilitating the preparation of SEARCH retreats, sharing directorial responsibility with Associate Director of Youth Ministry.
- Coordinating the promotion of all approved ministries offered to youth and young adults.
- Managing facility scheduling at the Catholic Pastoral Center for Catholic Youth Office events.
- Performing office and program administrative tasks.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Pastoral/Youth Ministry, Education, Theology, Psychology, Religious Education, or similar field of study.
- Experience working in youth ministry, with Youth Ministry Certification preferred.

OTHER SKILLS/REQUIREMENTS

- Active member of a Roman Catholic faith community and articulate in Catholic theology.
- Evangelical fervor and catechetical strength.
- Prefer candidate who is bilingual in English and Spanish.
- Good verbal, written, and interpersonal communication skills.
- Computer skills, specifically Word, Excel, PowerPoint, internet, web-based software, and email.
- Ability to travel to off-site events and to work on evenings and weekends as occasionally required.

For consideration, please email cover letter and resume to Director Bill Staley:

Bill.Staley@DioceseOfNashville.com