

DIOCESE OF KNOXVILLE

Coordinator of Pastoral Juvenil Hispana Ministry

The Coordinator of Pastoral Juvenil Hispana 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 full-time member of the Diocesan Staff, and is an experienced professional.

BASIC FUNCTIONS

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 Hispanic young people of the Diocese.
- To provide training and resources in both English and Spanish for the youth, young adults, and parish leaders who assist and participate in this ministry.
- Assist the Directors of Youth and Young Adult Ministry and Hispanic Ministry in the education and formation of youth and young adults in the Hispanic communities.
- Research and evaluate resources that support this ministry.
- Coordinate with the Hispanic Ministry office and the clergy directly involved in Hispanic Ministry regarding the needs of the Hispanic youth and young adults.
- Collaborate with each of the parish leaders of Youth, Young Adult, and Pastoral Juvenil ministry throughout the diocese to maintain consistent and positive contact with the reality of the young people in each parish and to assess the need for the formation of a parish Pastoral Juvenil group.

ADMINISTRATIVE DUTIES:

- Participate in scheduled diocesan and departmental meetings and events.
- Assist the Director of Youth, Young Adult, and Pastoral Juvenil 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 Pastoral Juvenil ministry.
- Participate in educational and training opportunities for personal development.
- Oversee website and social media accounts for the Pastoral Juvenil ministry.

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 relationships with pastors, youth ministers, campus ministers, young adult coordinators, and pastoral juvenil hispana leaders throughout the diocese.
- Work collaboratively with the pastoral juvenil council, young adult leadership team, and diocesan youth ministry advisory council.

QUALIFICATIONS:

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

Critical Skills

- Excellent interpersonal and group communication; both written and spoken.
- Ability to function effectively in a team or collaborative ministry setting ~~in~~ 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.