

## DIOCESE OF KNOXVILLE

### Diocesan Coordinator of Young Adult Ministry (full time/35 hours) Office of Youth, Young Adult, and Pastoral Juvenil Ministry

The Coordinator of Young Adult Ministry is employed by the Diocese of Knoxville with approval of the Bishop of Knoxville.

#### JOB SUMMARY

The Coordinator of Young Adult Ministry creates, directs, and maintains the ministry with young adults (women and men, married and single, in college, and individuals in their late teens-twenties-thirties) within the diocese, and serves the parishes of the diocese in their outreach, pastoral care, evangelization, and faith formation of young adults.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- Articulate a comprehensive, dynamic vision for young adult ministry in the diocese
- Work with, equip, and consult with parishes on their outreach and ministry to and with young adults
- Develop and coordinate a diocesan-wide outreach and ministry to young adults in their late teens, twenties and thirties
- Provide training and resources for parish staff and local ministry leaders on young adult ministry through regular leadership training programs, ministry workshops, and one-on-one mentoring
- Advocate for young adults in the life and work of the Catholic Church and provide leadership development opportunities for young adults in the diocese
- Represent the diocese at approved national, regional, and diocesan conferences and meetings for Young Adult Ministry
- Continually evaluate, brainstorm, and strive to improve the young adult outreach and ministry of the diocese and the young adult work in the parishes and deaneries
- Regularly engage in personal growth, professional development, theological study, prayer, charity and justice work, and spiritual formation

#### ADMINISTRATIVE DUTIES

- Manage the website and social media platforms for diocesan young adult ministry
- Participate in preparation, implementation, and management of department budget
- Prepare weekly written reports as requested by the director

#### RELATIONSHIPS

- Reports directly to the Director of Youth, Young Adult, and Pastoral Juvenil Ministry

- Maintain relationships with local parish staffs, campus ministers, and young adult ministry leaders throughout the diocese to create and develop ministry to, for, and with young adults in the parishes and deaneries
- Work collaboratively with the various diocesan offices (especially campus ministry, marriage, vocations, adult faith formation, Hispanic ministry, and justice and peace) in mutual areas of interest and jointly-sponsored projects and events
- Form national connections and networks by attending approved national, regional and local young adult ministry professional gatherings and conferences
- Help manage any office volunteers
- Respond, as needed, to individual young adult needs and requests and connect them, as needed, to the local parish community or to the appropriate person for their need

## QUALIFICATIONS

- Bachelor's degree
- 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, workshops, meetings, and other gatherings
- Previous training and experience in related ministry
- Strong organization and communication skills with ability to multi-task and attention to detail
- Excellent interpersonal, group communication, and public speaking skills
- Ability to function effectively in a team or collaborative ministry setting
- Confidentiality, reliability, and flexibility
- 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
- Bilingual skills (in English and Spanish) not required but strongly preferred