

**Coordinator of Young Catholic Faith Formation & Evangelization**  
Reports to the Director of Young Catholic Faith Formation & Evangelization  
**Status:** Non-Exempt / 37.5 hours per week **Range:** [\$19-\$24]

**Position Overview**

The Coordinator of Young Catholic Faith Formation & Evangelization supports the mission and vision of the Faith Formation & Evangelization Department by assisting with programs and ministries serving children, teens, young adults, and young families. Working under the direction of the Director of Young Catholic Faith Formation & Evangelization, the Coordinator helps implement evangelization pathways, sacramental preparation, youth ministry activities, and family faith formation events.

**Essential Functions:**

Under the guidance of the Director:

- Implement evangelization pathways for teens and families.
- Implement catechetical preparation for Youth Confirmation and high school ministry.
- Prepare materials, supplies, and communications for programs and volunteers, utilizing lesson plans provided by the Director.
- Ensure all Safe Environment requirements are met and documented for volunteers.
- Help plan and coordinate retreats, classes, liturgical celebrations, and family events.
- Assist in training, scheduling, & supporting volunteer catechists & youth ministry teams.

**Other General Duties:**

- Communicate regularly with families through Flocknote, parish website, emails, and meetings.
- Coordinate hospitality and on-site support during faith formation sessions, rehearsals, and sacramental events.
- Coordinate registration, attendance tracking, and follow-up with families.
- Maintain accurate records, data entry, and communication logs.
- Assist with preparing ministry calendars, handouts, and digital announcements.
- Support budget tracking for supplies and event needs under the guidance of the Director.
- Assists with the setup and teardown for classes, events, and retreats.
- Collaborate with other departments and ministries in the parish.

**Required Competencies:**

- Basic proficiency with ParishSoft, Microsoft Office (Outlook, Publisher, Excel), and digital tools such as Flocknote and parish website editors.
- Knowledge of (or willingness to learn) audio-visual equipment and digital communication tools.
- PMFP or CMFP certification (or willingness to complete).
- Comfortable with public speaking, leading small groups, and assisting with prayer.
- Bilingual English/Spanish strongly preferred.

**Qualifications/Experience:**

- Actively practicing Roman Catholic in good standing.
- Bachelor's degree preferred or equivalent ministry experience.
- Experience working with children, teens, or young adults in a parish or school setting.
- Ability to communicate effectively with children, parents, youth, and volunteers.
- Strong interpersonal, organizational, and time management skills.
- Ability to work in a multicultural parish environment.
- Reliable transportation and ability to travel as needed.
- Availability to work evenings and weekends is required.
- Ability to meet Safe Environment compliance and background check requirements.

**Physical requirements:** Able to lift/carry up to 30 lbs; able to climb stairs; stamina for workdays that exceed 8 hours and for retreat schedules; ability to communicate and exchange information.; standing, walking, sitting, carrying, reaching, and repetitive hand/finger movements required. Includes but is not limited to considerable use of arms and legs, whole body movement, lifting, stooping, pushing, pulling, kneeling, crouching, crawling, the ability to perceive and convey instructions, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested candidates should submit a resume and cover letter to:  
Holy Name of Jesus Catholic Community, Inc.  
Attn: *Dr. Mario O. Martinez, Director of Parish Life*, [mmartinez@sbdiocese.org](mailto:mmartinez@sbdiocese.org)  
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