

**Diocese of Oakland
Position Description**

Title: Coordinator of Youth Ministry and RCIA
Reports to: Director, Faith Formation and Evangelization
Direct reports: None
Department: Faith Formation and Evangelization
EEOC Classification: Professional/Exempt (E-5), Full Time

Primary Function

In conjunction with the Bishop, the mission of the Diocese of Oakland and the Director of Faith Formation and Evangelization, the Coordinator of Youth Ministry and RCIA is responsible for the planning, direction and implementation of a complete program encompassing religious, spiritual and personal development for youth, provide support for Priests, parish Directors of Religious Education and RCIA.

Youth Ministry Duties and Responsibilities

- Provide regular training of and communication with youth ministers and youth confirmation directors to ensure information is appropriately shared and efforts are coordinated toward a common goal.
- Plan, organize, and support the Diocesan Catechetical Congress; On Fire; Steubenville NorCal and promote Quo Vadis Days
- Plan, facilitate and assist with diocesan pornography awareness initiative.
- Prepare an annual plan for the middle school and high school programs to include a proposed calendar of events, and ensuring dates are compatible with overall parish calendar and scheduling of parish facilities.
- Maintain ongoing relationships with organizations such as Life Teen, National Federation of Youth Ministry Leaders, NET ministries and others that have products and services that support and benefit youth ministry.
- Provide workshops for parents, confirmation sponsors, candidates and parish groups when asked to do so.
- Take immediate control of potential problem areas in a responsible and legally appropriate manner.
- Assist in liturgy planning for special youth masses.

RCIA Duties and Responsibilities

- Visit parishes to encourage and provide a Diocesan presence to the evangelization enterprise.
- In conjunction with the FFE Director, develop a cohesive and effective evangelization strategy for the diocese; of primary concern are the non-practicing and unchurched in our community.
- Collaborate with the Department to provide innovative means, methods and resources for evangelization and young adult outreach throughout the diocese.
- Plan and coordinate days of training and enrichment for RCIA coordinators.

- Prepare RCIA guidelines for the Diocese in collaboration with the Diocesan RCIA Committee.
- Review and recommend RCIA materials to parishes and schools as needed.
- In collaboration with the Office of the Bishop and the Diocesan RCIA Committee, assist with the planning and coordination of the Diocesan Rite(s) of Election and Adult Confirmation.

General

- Maintain Diocesan required records for youth and volunteers.
- Ensure conformance with safety protocols and regulations.
- Act as a resource to the parishes with regard to youth ministry, youth confirmation and RCIA
- Collaborate with other diocesan leaders on topics/events of mutual interest and benefit
- Provide periodic trainings and enrichment events for youth ministry leaders and catechists
- Evaluate programs for effectiveness and acceptability.
- Preparing periodic reports as required or requested.
- Compose and direct correspondence to parents, students, teachers, others, as necessary.
- Perform other duties as necessary, for the operation of the youth programs and RCIA.

Education and Experience

- Bachelor's Degree in related field, knowledge of Catholic Youth Ministry and Catechetical documents. Master's degree preferred.
- Three (3) to five (5) years of related and verifiable experience at the parish level. Working knowledge of diocesan structures, parishes and operations.

Skills and Abilities

- Excellent communication, organizational and administrative skills
- Must demonstrate proficiency with Microsoft Office Suite, including Word and Excel.

Other Requirements

- A practicing Catholic, who supports, lives and communicates the teachings of the Catholic Church; ability to provide own transportation; valid CDL and verification of insurance; availability to work evenings and weekends as needed.

This is a full-time position, 37.5 hours/week and includes full diocesan benefits. **Interested candidates please submit letter of interest and resume to:**

Gloria Espinoza, Department of Human Resources

gespinoza@oakdiocese.org

Deadline to apply - June 15, 2021