

JOB DESCRIPTION

as at 18 August 2017

POSITION TITLE: **YOUTH MINISTRY WORKER (Formation and Parish support)**

REPORTS TO: Director of CYM

TYPE: Full-time

JOB SUMMARY: The CYM Youth Ministry Worker works as part of a team under the general supervision of the Director of CYM to plan and run events for the Archdiocesan CYM Office. This position also encompasses a variety of tasks that relate to establishing and supporting parish youth groups and their leaders, developing formation programs for young people, assisting in diocesan youth events, and liaising with clergy, other agencies and movements in the Archdiocese. This is undertaken by various methods which include, but are not limited to, providing phone support, emailing information, training youth leaders, visiting and supporting youth groups. This position requires a strong attention to detail and the responsibility to keep individuals details and financial details confidential. In addition this position requires excellent customer service and communication skills for dealing with internal and external contacts. Other duties as assigned from time to time by the Director of CYM.

SKILLS: **(Knowledge, Skills, Abilities)**
minimum one (1) year experience in a similar position
Practising Catholic
Strong understanding of the Catholic Faith
high attention to detail
strong organisation skills
initiative and problem-solving skills
advanced level Microsoft Word
intermediate level Microsoft Excel, Outlook and PowerPoint (design or web program skills desirable)
experience with standard office equipment (telephone, copier, printer, scanner etc.)
written and oral communication skills
excellent customer service skills
accurate typing/word processing skills
flexibility and adaptation to change
mature outlook
proactive approach to work
ability to work as part of a team

JOB RESPONSIBILITIES: **GENERAL PROJECT TASKS:** Assist in promoting spirituality among young people and the local programs and events through appropriate means. Liaise with Clergy, youth leaders, youth groups and Church agencies to support them in their youth programs. Assist in the preparations and coordination of Archdiocesan run events including booking and coordinating performers and suppliers. Assist with marketing tasks. Prepare and update schedule of events, determine and coordinate event logistics including occupational health and safety matters.

CUSTOMER RELATIONS: Liaise with Clergy, youth leaders, youth groups and the general Catholic community to support youth ministry with professionalism and in the Spirit of the Church. Assisting with the running, coordination and presentations at large meetings and events. Answer office telephones, direct calls, take messages for staff, assign messages, determine and take needed action on routine messages or enquiries. Answer general enquires on email, assign messages, determine and take needed action on routine messages or enquiries. Assist with directing volunteers working with the CYM office.

GENERAL ADMINISTRATION: Report to the Director of CYM weekly in staff meetings regarding project updates and work progress. Compose and/or type correspondence and create and format various other documents as required. Attend meetings and present materials as required for the various committees. Update documents and databases as necessary. Other sundry tasks as assigned by the Director of CYM.

FILING: Scan and file electronic documents using standard filing conventions. File hard copies of reports and correspondence as required. Archive all CYM news articles/photos. Maintain the electronic filing system on the server.

RELIEF DUTIES: Relieve the following duties for the Director of CYM when s/he is absent or on leave: **Youth Leaders/Group Support & Clergy Liaisons**. Answer to the needs of the groups and assist in providing the necessary support required.