



DIOCESE OF JOLIET ***JOB DESCRIPTION***

TITLE Diocesan Coordinator for Youth and Young Adult Hispanic Ministry
AGENCY **Office of Hispanic Ministry**
SUPERVISOR Director of the Office of Hispanic Ministry

JOB SUMMARY Coordinate Hispanic Youth and Young Adult Ministry in the Diocese of Joliet under the Director of the Office of Hispanic Ministry, in collaboration with the Office of Youth and Young Adult Ministry.

DUTIES & RESPONSIBILITIES

1. Implement the National Pastoral Plan for Hispanic in relation to Hispanic Youth and Young Adult Ministry.
2. Identify and visit the parishes with Hispanic Youth and Young Adult populations and determine their needs.
3. Encourage the parishes to provide bilingual leaders for parish Youth Ministry.
4. Prioritize the needs of the Hispanic Youth and Young Adults of the Diocese.
5. Plan, program, implement and evaluate the Hispanic Youth and Young Adults Ministry in coordination with the Mesa Directiva (Meeting of the leaders for the Hispanic Youth Ministry of the Diocese).
6. Collaborate, promote, and participate in the programs and activities that the Hispanic Ministry Office organizes on the Diocesan level.
7. Carry out a yearly general plan with specific goals and objectives.
8. Serve as an instructor, when necessary, for the different formation programs of the Hispanic Ministry Office.
9. Plan, program, implement and evaluate a formation program for leaders of the Adolescent and Youth ministries for Hispanics of the Diocese.
10. Plan, program, implement and evaluate the Quinceañeras program.
11. Plan, program, implement and evaluate the Hispanic Engaged Encounter program.
12. Promote priestly and religious vocations in the Diocese in coordination with the Vocations Office.
13. Participate in meetings of pastoral Agents, Diocesan Council, Hispanic Ministry Office, State meetings and Regional meetings.
14. Suggest written materials, speakers, and other professional resources to all the parishes.
15. Coordinate with those responsible for Diocesan Youth ministry to plan appropriate events for the Catholic Hispanic Youth.
16. Keep current with national developments in the Hispanic youth Pastoral by attending workshops, symposiums, classes, etc.
17. Assist parishes in the development of a vibrant ministry among Hispanic Youth and Young Adults. As a resource office, equip parishes with the necessary information to respond to the Hispanic Catholic Youth and Young Adult populations of the Diocese of Joliet.
18. Handles other duties as assigned

QUALIFICATIONS

A Bachelor's degree in theology or related field. Must be bi-lingual and bi-cultural with Spanish Language. Must have excellent leadership and training skills for individuals and groups. Good written and oral English and Spanish skills (computer skills a plus) and organizational and communication skills. Must be a practicing Catholic with a minimum of five years experience with Hispanic Youth and Young Adults Ministry.

WORKING CONDITIONS

Normal work week, Monday through Thursday, 8:00 a.m. to 4:30 p.m. Friday's, 8:00 a.m. to 1:00 p.m. However, flexible schedule involving evening and weekend work. Much travel will be required for on-site visits to parishes with established Hispanic Ministry. Applicants possessing the necessary qualifications should submit a cover letter and resume with salary history to:

humanresources@dioceseofjoliet.org

Office of Human Resources
Nancy Siemers, Director
St. Charles Borromeo Pastoral Center