

**ST. JOSEPH PILLAR OF FAMILIES**  
**ASSOCIATE DIRECTOR FOR YOUTH EVANGELIZATION – Sacred Heart 2-8**

**POSITION TITLE:** Associate Director for Youth Evangelization Grades 2-8 at Sacred Heart  
**EFFECTIVE DATE:** **ASAP**

**POSITION SUMMARY:**

The Associate Director for Youth Evangelization Grades 2-8 at Sacred Heart advances the Archbishop's teaching ministry by working to integrate youth evangelization and catechesis in the context of the process of evangelization and discipleship. The Associate Director reports to the Director for Evangelization and is an active member of a dynamic team that seeks to accompany youth through all stages of the process of evangelization and discipleship.

The Associate Director Youth Evangelization Grades 2-8 at Sacred Heart collaborates closely and congenially with the entire staff of St. Joseph Pillar of Families as well as other family of parishes and the Archdiocese of Cincinnati. The Associate Director for Youth Evangelization must be a model of professional conduct and always represent St. Joseph Pillar of Families and the Archdiocese of Cincinnati with honesty and integrity.

**CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. Minimum bachelor's degree in theology, pastoral ministry, religious education, or related field preferred. 1-2 years of full-time parish evangelization experience required.
3. Experience in dealing with youth and families.
4. Strong communication skills. Ability to clearly and accurately articulate information and concepts and command the attention of a wide variety of audiences, both large and small.
5. Team player. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
6. Self-starter. Reliable. Employs good judgment. Demonstrated ability to meet deadlines. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.

**REPORTS TO:** Director of Evangelization

**DUTIES & RESPONSIBILITIES:**

1. Evangelization and Faith formation of Students at Sacred Heart Grades 2-8
2. Recruiting, training, and equipping Catechists
3. Working with parents to evangelize our families within the 2-8 grades at Sacred Heart
4. Work with CGS for the 2023-2024 school year to help second grade students and teachers with First Communion/First Reconciliation and First Sacrament Retreat.
5. Helping the 8<sup>th</sup> graders prepare and equip students for confirmation, including retreat.

**SUPERVISION RECEIVED:** Works under the direction of the Director for Evangelization.

**SUPERVISION EXERCISED:** N/A.

**\* DENOTES ESSENTIAL FUNCTIONS OF POSITION**

**TERMS OF EMPLOYMENT:**

**Non-Exempt: 20 hours per week**

**Hours will be spent between Sacred Heart of Jesus and Holy Angels Campuses**

**ORGANIZATIONAL RESPONSIBILITY:**

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

