

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

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

POSITION SUMMARY:

The Associate Director for Youth Evangelization Grades CGS-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 CGS-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.
7. CGS experience training helpful

REPORTS TO: Director of Evangelization

DUTIES & RESPONSIBILITIES:

1. Evangelization and Faith formation of Students at Sacred Heart Grades CGS-8
2. Recruiting, training, and equipping Catechists
3. Working with parents to evangelize our families within the CGS-8 grades at Sacred Heart
4. Helping the 8th graders prepare and equip students for confirmation, including retreat.
5. Preparing for the new CGS year to get all atriiums set up and ready
6. Administration during CGS year for teachers
7. Training and Catechist support for all CGS entities

- 8. Communication and coordination of all parent, student and teacher communications for CGS
- 9. Budget and finance communications with administration.

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

SUPERVISION EXERCISED: N/A.

*** DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Exempt: 40 hours per week, Hourly

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

