



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Youth Ministry Coordinator

**Opening Date:** September 1, 2020

**Closing Date:** When Filled

**Location of Job:** St. Matthew Catholic Church

**Location Address:** 475 SE Third Avenue, Hillsboro, OR 97123

**Position:** Full-time, Exempt

**Position Summary:**

The Youth Ministry Coordinator (YMC) provides vision and coordination of the youth ministry program of the parish. The YMC will work to build young disciples for Christ in grades 7 - 12. This includes faith formation, sacramental preparation for confirmation, high school and middle school weekly meetings, monthly activities, community service, and quinceañeras.

**Primary Responsibilities:**

- Create a Core Team of volunteers who will help with youth activities, first communion for teens, confirmation, quinceañeras, and administrative responsibilities.
- Develop leadership skills for youth participants.
- Collaborate with the Core Team to develop a dynamic and inspiring youth program including liturgical celebrations, service projects, retreats, and social functions for the program participants.
- Develop a strategic plan to run the youth and confirmation programs, with a touch on the Spirituality of the Cross, as well as other events designed for the youth of the parish and archdiocese, especially those dealing with vocational discernment.
- Review, select, and acquire suitable materials (both physical and virtual) for youth ministry and confirmation programs.
- Observe parish, archdiocesan, and national guidelines regarding youth ministry policies.

**Minimum Qualifications:**

- Practicing Catholic required
- Proven ability in religious education and have a passion for working with teens
- Certification for Youth Ministry from the Archdiocese or equivalent education preferred. Degree in Pastoral ministry (theology) and/or two to four years' experience with youth programs in a parish preferred;
- Bi-lingual in English/Spanish preferred (speaking, reading, writing)
- Knowledge of information systems such as virtual meetings, social media, and programs such as Word, Excel, Publisher, PowerPoint
- Must pass a background check

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 25 pounds.

**Qualified candidates please send resume and cover letter to Fr. Rito Guzman, MSpS at [rguzman@stmatthewhillsboro.org](mailto:rguzman@stmatthewhillsboro.org) or fax to 503-648-4489 to apply.**