



Youth Coordinator

St. Josephine Bakhita Parish (6077 Sharon Woods) & School (1566 Ferris Rd)

Job Title: Youth Coordinator

Location: St. Josephine Bakhita Catholic Parish & School

Reports to: Clergy

Position Summary: The Youth Coordinator ministers within a richly diverse parish community, where listening, adaptability, and cultural awareness are essential to building authentic relationships and effective programming. The Youth Coordinator partners with clergy to form faithful disciples of Jesus Christ among the youth of the parish. The Youth Coordinator creates an environment that draws young people closer to Christ and forms missionary disciples through vibrant, comprehensive Catholic youth ministry.

Additional Information: Catholic preferred and the ability to work Sunday mornings, evenings, and weekends.

Major Responsibility Areas: Program organization, Catechist Support, and Cultural Engagement & Inclusion.

Program Organization

The Youth Coordinator is responsible for planning and organizing essential Parish & School faith formation programs for the youth, including PSR and sacramental preparation for First Reconciliation, First Communion, and Confirmation. They also creatively find ways to engage the youth of the parish (18 & under) through special programming and events.

- Plan and facilitate an annual youth calendar, weekly content, and extra events (retreats, summer conferences, diocesan events, off-site events, etc.).
- Ensure that all youth and young adult program staff, volunteers, and activities adhere to child protection and safe environment policies.
- Maintain accurate, current and sustainable databases.
- Maintain program budgets/receipts/tracking/special project fundraising for youth programs.
- Maintain clear and effective communications with families and parishioners through Flocknote emails, social media posts, bulletin, and other communication methods.

Catechist Support

The Youth Coordinator oversees key volunteer support positions. Through recruitment, engagement, and training of catechists, they ensure the youth have spiritual guidance in their faith formation.

- Form and equip a core volunteer team to assist with youth ministry events.
- Provide training materials and resources for each catechist.
- Organize planning meetings with key support volunteers.
- Attend and Ministry Leadership meetings.

Cultural Engagement & Inclusion

The Youth Coordinator recognizes the uniqueness of our community and appreciates our emphasis on multiethnic ministry. They are sensitive to cultural differences, understand historical reasons for exclusion, and work towards justice, reconciliation, and liberation with the Youth, who are our future.

- Build relationships with youth and families across the parish's diverse cultural and ethnic communities.
- Collaborate with Ethnic Mass Coordinators along with parish families to ensure youth ministry is inclusive and representative of parish and school communities.
- Integrates diverse cultural expressions of faith, prayer, and celebration into youth programming.
- Listens to and incorporates the lived experiences of youth from different cultural backgrounds
- Assist families in answering questions regarding PSR, CLOW, and youth ministry programs as well as address unique situations.

Requirements

Skills for Job

- Adhere to Diocesan Policies and the Parish Code of Conduct for a Safe Environment at all times when interacting with the youth
- Demonstrates cultural humility and a willingness to learn from diverse communities
- Ability to build trust across cultures, languages, and experiences.
- Values and supports diverse expressions of Catholic faith and worship.
- Approaches ministry with an curiosity and awareness of cultural differences in family life, communication, and spirituality.
- Participate in staff meetings and support SJB parish and school activities.
- Respectfully listen to and advocate for the needs of the youth and young adults of the parish.

- Remain educated on best practices with the diocese and other successful families of parishes' youth ministry/young adult programs.

Other duties as assigned.

Additional Skills and Certifications

- Ability to use Microsoft 365 – outlook, word, excel, calendar, publisher.
- Compliance with BCI&I background checks and completion of Protecting God's Children program
- Transportation to work at both Parish and School locations
- Ability to maintain high ethical standards in all matters

This job description outlines the essential responsibilities but does not limit or exclude additional tasks that may be required. All duties and performance standards are to be carried out in accordance with established parish policies, procedures, and guidelines.

To apply, please send resumes to the Administrative Director, Andrea Pannell at apannell@bakhitacolumbus.org.