

Coordinator of Youth & Young Adult Ministry

St. Martha, Murrieta

Full-Time | 40 Hours per Week | Salary: \$70,304/year

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Position Summary

The Coordinator of Youth & Young Adult Ministry is responsible for the development, coordination, and leadership of parish ministry programs serving youth and young adults. This position promotes spiritual formation, evangelization, service, and active participation in the sacramental life of the Church while collaborating with Religious Education, parish staff, parents, volunteers, and parish leadership.

Key Functions

- Plan, develop, and lead youth and young adult programs, retreats, Bible studies, service opportunities, events, and spiritual formation activities.
- Lead and collaborate with parish youth programs, including The 45, Edge Middle School, High School Life Night, and youth and young adult Bible studies.
- Present Catholic teaching in an engaging and pastoral manner and encourage youth, young adults, and families to pursue an active Catholic and sacramental life.
- Collaborate with Religious Education in support of Youth Confirmation, including lessons, sessions, retreats, liturgies, and other formation activities.
- Recruit, train, form, and oversee core team members and ministry volunteers in accordance with Diocesan and Safe Environment requirements.
- Coordinate onsite and approved offsite retreats, conferences, and events while ensuring appropriate supervision and safety of minors.
- Coordinate ministry calendars, registrations, communications, facilities, attendance records, and promotion of programs and events in collaboration with parish staff.
- Maintain positive and pastoral communication with youth, young adults, parents, volunteers, and staff.
- Ensure compliance with parish and Diocesan policies, including Safe Environment and mandated reporting requirements.
- Maintain regular onsite office hours and participate in parish, Vicariate, and Diocesan meetings and formation opportunities as needed.

Required Attributes, Skills & Experience

- Practicing Catholic fully able to participate in the sacramental life of the Church.
- Minimum 5 years of experience in Youth and/or Young Adult Ministry; Confirmation and Religious Education experience preferred.
- Strong knowledge of Catholic teaching, faith formation, evangelization, and youth ministry.
- Strong leadership, communication, presentation, organizational, planning, interpersonal, and conflict-resolution skills.
- Ability to effectively engage youth, young adults, parents, volunteers, and staff and work collaboratively within a multicultural parish environment.
- Proficiency with Microsoft Office, Canva, social media, and related technology.
- Must be available to work a flexible schedule, including evenings and weekends.
- Bilingual English/Spanish preferred, but not required.

Qualification Guidelines

- Bachelor's degree in Theology, Religious Education, Pastoral Ministry, or a related field preferred.
- Equivalent combination of relevant education, formation, and ministry experience may be considered.
- Experience with Youth Confirmation and Religious Education programs preferred.
- Must successfully complete all required Diocesan background, Live Scan, and Safe Environment requirements.

- Must maintain compliance with Diocesan Safe Environment and mandated reporting requirements.
- Must be able to work a flexible schedule, including evenings and weekends, based on ministry needs.
- Must be able to perform the essential functions of the position with or without reasonable accommodation.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 25lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send resume and cover letter to:

Eileen Salazar, HR Generalist | Diocese of San Bernardino

esalazar@sbdioocese.org | (951) 475-5173

1201 E. Highland Ave., San Bernardino, CA 92404

The Diocese of San Bernardino is an Equal Opportunity Employer.