



St. Charles Garnier Parish

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Kelowna, BC.

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Job Title:	Youth/Young Adult Ministry Coordinator	Location:	St. Charles Garnier Parish, Kelowna, BC
Job Summary:			
The Youth/Young Adult Ministry Coordinator, under the direction of the parish priest and SCG parish council, is responsible for growing and facilitating a dynamic and comprehensive youth ministry, for various age groups (middle school years, up to young adult), through engaging and connecting with young parishioners at church and the local Catholic schools, in collaboration with the established Kelowna Catholic Youth Group. The goal is to engage and evangelize the Catholic youth and to nurture their spiritual growth and sense of community in the local Church. This role is integral in supporting the mission of the Nelson Diocese by guiding young Catholics on their faith journey, inspiring leadership development, and facilitating meaningful connections within the Catholic community.			
Responsibilities:			
<u>Primary</u> ● Embrace a view of youth ministry that promotes collaboration between the parish, families, schools, and other Catholic churches in the community. ● Serve as a navigator and resource person for youth ministry. ● Provide pastoral care and support to youth that helps them deepen their faith. ● Empower youth to be disciples in their parish, school & community. ● Coordinate a process of recruiting, training, mentoring and supporting leaders within the program. ● Organize, implement, and facilitate spiritual and social youth programs and events for St. Charles Garnier.			
Specific (3 Domains)			
<u>Administrative</u> ● Maintain an up-to-date contact list of registered Catholic youth to keep them informed about events and leadership opportunities. ● Create marketing material for events and promote event information to youth and families. ● Utilize digital platforms and social media to engage and connect with youth and families. ● Manage budgets, records and resources for youth ministry activities. ● Provide regular reports as required by SCG parish council.			
<u>Pastoral</u> ● Create a multi-year plan for youth / young adult ministry to set the tone and direction for youth & young adult ministry. ● In collaboration with the priest and parish council, set goals for youth ministry for the year. ● Develop, implement, facilitate and promote faith-based programming for parish youth (grades 6-12) and young adult ministry. ● Identify, recruit and mentor youth ministry leaders, equipping them with skills for leadership roles. ● Actively build relationships with the youth, families, and other parishioners through community events, liturgy, etc. ● Other duties as assigned by the Pastor related to youth ministry.			

Collaborative

- Cooperate with the Diocesan Coordinator of Youth Ministry and promote diocesan level events and initiatives.
- Collaborate with youth ministry leaders from other parishes in the Central Okanagan.
- Attend and collaborate with the Kelowna Catholic Youth Group in order to understand the city wide youth initiative that is already established.
- Regularly communicate with youth ministry representatives from other parishes to plan, implement and promote youth activities.
- Communicate and collaborate with the Catholic schools' Religious Education Coordinators.
- Seek out opportunities to liaison with the Catholic Schools to promote and invite students to youth events, build relationships with students, and identify possible student leaders that are a part of SCG parish.
- Foster relationships between the parish and schools through activities such as attending school Masses, retreats, and other faith-based activities when possible.

Qualifications:

- Commitment to the Catholic Church's mission and values.
- Practicing Catholic in good standing with the Church.
- Strong knowledge of Catholic teachings and traditions.
- Certificate in Youth Ministry with related experience.
- Certificate/Diploma/Degree in Theology and/or Pastoral Ministry (preferred).
- Strong organizational and administrative capabilities.
- Excellent communication and interpersonal skills.
- Proficient knowledge in technology, including Microsoft Office, PowerPoint, projection & sound equipment (training available) and forms of social media.
- Experience and confidence with public speaking.
- Ability to work independently and as a team member.
- Faith-filled, energetic and passionate with the ability to inspire and lead youth.
- Must uphold the guidelines and policies of the Diocese of Nelson including full compliance with Safe Environment requirements.

Compensation:

- Full time position, 37.5 hours / week (scheduled in consultation with the Pastor).
- Flexibility with hours is required due to the nature of this role. Work hours will often include evenings and weekend.
- \$45,000 - \$60,000 / year (determined based on experience)
- Wage / Benefits to be discussed during the interview process.
- Three month probation period at the start of employment.

Application Process:

Documents required as part of the application process include:

- Resume and cover letter detailing qualifications and motivation for applying.
- Three references (one professional, one parish, one personal)
- Applications should be submitted by email to St. Charles Garnier Parish. No phone calls please. Applications will be accepted until a suitable candidate is found. Only applicants who are short-listed for an interview will be contacted. We thank all applicants in advance for their interest.