

Catholic Diocese of Brownsville

Job Description: Multi-Parish Pastoral Associate – Upper Valley

Location: Catholic Pastoral Center, San Juan

Classification: Full time

Supervisor: Youth Ministry Director and Campus & Young Adult Ministry Director

Department: Offices of Youth Ministry and Campus & Young Adult Ministry

Job Elements:

- Help parishes identify and form/train parish core teams for youth ministry and/or young adult ministry as per parish needs for outreach. This includes training and empowering existing parish youth coordinators, catechists, and volunteers who are working with adolescents and youth, as well as parish staffs and local young adult ministry leaders through regular leadership training programs, ministry workshops, and one-on-one coaching.
- Develop working relationship with existing and emerging youth and/or young adult groups, programs, and movements throughout the designated area, as well as create and maintain contacts database for communication.
- Design and facilitate prayer activities, study groups, retreats, service projects, and fellowship opportunities relevant to the needs of the underserved colleges and diocesan zones primarily in the Starr and Hidalgo County areas, as needed, while fostering an environment for shared leadership and empowerment.
- Collaborate with Parish Catechetical Leaders (PCLs) to train young adults or adult leaders to organize a more profound retreat or reflection day for Sacrament of Confirmation candidates.
- Serves as diocesan liaison for Young Life in the designated geographic area. Engage in YL regional assignments and promote in area as needed. Participate in special YL assignments as requested.
- Meet periodically with and assist Youth and Campus & Young Adult Ministry directors in marketing efforts such as website, social media outlets, electronic newsletter regular maintenance and production, as well as with other ministry-related tasks as needed.
- Collaborates with diocesan sports committee to plan and implement sports events relevant to youth and/or young adults, as needed.
- Regularly engage in personal growth, professional development, theological study, prayer, charity and justice work, and spiritual formation.
- Assist in planning, development and execution of diocesan-wide outreach and ministry to youth and young adults.
- Can lend support to activities related to the Offices of Youth Ministry and Campus & Young Adult Ministry, as well as other diocesan departments/events as needed.

Qualifications:

- Bachelor's degree or higher preferred but not required. College courses in business or secretarial subjects and two years of secretarial/administrative experience preferred. Musical proficiency highly preferred but not required.
- Has taken some catechetical certification program such as Master Catechist Program or Youth Ministry Certification Program, or Lay Ministry Program, or is currently enrolling in a similar program.
- Committed to the teachings of the Catholic faith and willingness to grow in this area.
- Ability to maintain effective working relationships with other diocesan employees, clergy, parish staff, volunteer leaders, and general public.
- Ability to communicate effectively, orally and in writing, in a pleasant and professional manner, both in English and Spanish, to parish leaders and audiences of different sizes.
- Reliability to work under minimal supervision, ability to organize office work, meet objectives and deadlines, handle budget and petty cash responsibly. Trustworthiness, ability to maintain utmost confidentiality.
- Can serve as sacristan for Holy Mass: coordinate with chaplain(s), lectors, altar servers, music, extraordinary ministers of the Eucharist (if needed); maintain reverence for liturgical elements and show willingness to grow in this area.
- Reliable transportation for field work activities during variable daytime, evening and/or weekend schedules.
- Proficient with technology: Internet, MS Office, and similar applications. Able to create posters/flyers, manage social media content, and handle basic audio-visual equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work area is a typical office environment. The noise level in the office work environment is usually moderate. Field work for some assignments may range from low levels of noise and mobility to high levels of noise and mobility. Office and field hours are to be maintained with some flexibility. Working hours may vary depending on activities; but will average 40 hours per week. Some evening and weekend work may be necessary. Travel is required with mileage reimbursement available when appropriate. This position is full time with benefits (set by diocesan standards).

(revised: 4-5-17)