

Job Title: Youth and Young Adult Ministry Coordinator

Effective Date: May 15, 2009

Job Summary: The Episcopal Diocese of Northern California seeks a Youth and Young Adult Ministries Coordinator to serve as a resource for youth and young adult ministers and campus ministers in the Diocese.

The Coordinator will have knowledge of resources for and experience in planting, implementing, and running vibrant youth ministries, as well as ideas and resources for effective ministry with young adults that can be shared with local parishes and ministers. The Coordinator will be expected to assist congregations with discernment and development, providing expertise for their ministry with youth and young adults. The Coordinator will also be able to coordinate workshops, lectures, and conferences for youth and young adult ministers, and should have knowledge of ecumenical connections and resources in these ministry areas.

Employment Classification: Exempt

Supervised By: The Bishop or Ecclesiastical Authority of the Diocese of Northern California

May Supervise: Clerical support, youth ministers and young adult ministers, part-time program support (SEARCH and Vocare Coordinators), others as identified

Typical Essential Duties:

1. Work closely with Youth Ministers, Young Adult Ministers and Campus Ministers in the Diocese
 - be a resource, educator, mentor, and network facilitator to connect lay and ordained ministers in parishes and other ministry settings (such as Campus Ministry) to assist them in carrying out their ministries
2. Oversee committees
 - Youth Council, Young Adult Network, Campus Ministry Commission
 - work closely with SEARCH and Vocare Coordinators
3. Meetings, conferences, and conventions
 - be able to travel throughout a large geographical region
 - be knowledgeable of resources, programs, and conferences available at the local, diocesan, provincial, and church-wide levels
4. Expert communicator
 - be technologically savvy. The Coordinator should be very familiar and comfortable with all of the latest avenues for communication including but not limited to: websites, Facebook, Twitter, podcasts, Skype, etc., and be ready to help educate others on how to use these resources to promote ministry
 - have excellent verbal and written skills
5. Effectively manage Youth and Young Adult Budget
6. Relationships
 - be a team builder and work collaboratively with congregations and the Diocesan Staff to help implement the Diocese's vision of strong Youth and Young Adult ministries for the Diocese over the next ten years
7. Other duties, as assigned

Training and experience:

BA/BS degree

5 years active experience in Youth and Young Adult Ministry

Knowledge of Anglican spirituality and theology

Licensing Requirements:

Must have ability to obtain a valid California drivers license and

Current automobile insurance at the state-required minimum coverage level

Hiring Requirements:

Excellent computer skills

Ability to work evenings and weekends

Ability to travel independently throughout the Diocese

Ability to attend regular meetings at the Office of the Bishop in Sacramento

Completion of Diocesan training in abuse prevention

Must have familiarity with the Episcopal Church, youth programs

An awareness of needs and interests of young adults

Physical Requirements:

This employee is frequently required to stand, sit, and walk,

Speak, listen and observe

Read emails, files, instruction manuals and a variety of correspondence

Use fingers and hands in a variety of tasks, including writing and computer usage

This employee is occasionally required to:

Lift and/or move up to 30 pounds

Maneuver stairs and move about in a variety of properties