

TITLE: Coordinator of Hispanic Youth Ministry
LOCATION: Centro San Juan Diego
EMPLOYER: Archdiocese of Denver
STATUS: Full-time, Non-Exempt
DATE: April 15, 2013

ENTITY

Centro San Juan Diego is the Hispanic Institute for family and pastoral care of the Catholic Archdiocese of Denver located at 2830 Lawrence Street, Denver, CO. The mission of our organization is to empower Hispanics in the Archdiocese of Denver through education, so they become faithful and integrated leaders in the Catholic Church and in society. Centro San Juan Diego consists of two main components including San Juan Diego Pastoral Institute, the pastoral services arm continually developing faith-based education workshops and programs; and Bienestar Family Services, which serves as its family services arm and offers adult education and family support services.

BASIC FUNCTION

The coordinator of the Hispanic Youth Ministry works to promote the evangelization and pastoral care of Hispanic Youth and Young Adults in northern Colorado. This includes providing formation, advocacy and support so that we can develop a full participation of youth and young adults into the life and mission of the Archdiocese of Denver and its parishes. All the position responsibilities are performed under the supervision of the Director of Hispanic Ministry, in accordance with the teachings of the Roman Catholic Church and the goals and objectives of the department. The Coordinator works also in collaboration and constant communication with the archdiocesan Director of Youth Ministry, keeping informed at all times and advocating for the participation of Hispanic Youth with the wider youth group of the Archdiocese.

SPECIFIC DUTIES

- Provides youth ministry consultation and assistance to Spanish speaking youth.
- Provides consultation and assistance to pastors and parishes seeking to establish or consolidate youth ministry with Hispanic youth and young adults.
- Provides information to parishes and youth ministers about available Spanish/bilingual resources for youth ministry with Hispanics.
- Explores ways to more effectively minister to bilingual/bicultural Latino youth.
- Visits with Hispanic youth groups throughout the archdiocese periodically. This includes parish groups as well as apostolic movements in the AOD.
- Convoles and coordinates a monthly meeting of Hispanic youth group coordinators.
- Plan, organize and execute annual or semi-annual archdiocesan Hispanic youth retreats, as well as other events pertaining to Hispanic youth, such as diocesan and regional Encuentros, etc.
- In collaboration with the Vocations Office of the Archdiocese facilitate moments and activities where the Hispanic youth can be invited to consider a religious vocation. Be informed of vocation discernment opportunities in Spanish to be able to refer Hispanic youth with vocational questions to them.
- Becomes familiar with and remains informed of the activities and functions of appropriate professional organizations such as NFCYM, La Red, and others. Attends meeting of these organizations as budget allows.
- Meets with the Director of Hispanic Ministry on a weekly basis.
- Attends monthly Youth ministers meetings with the office of Youth Ministry of the AOD.
- Visits the Western Slope parishes, at least twice a year.
- Other duties as assigned by the Director of Hispanic Ministry.

QUALIFICATIONS

Bachelor's degree required, Master degree is a plus

Require 4-5 years of program coordination experience

Experience working in a customer services and/or youth, young adult or campus ministry is a plus

Catholic in good standing in the Church

Require knowledge and appreciation of the Latino culture

Require knowledge of Microsoft Office products (Word, Excel, Outlook, Publisher, PowerPoint, etc.)

Bilingual required; fluent in Spanish and English (read, write and speak)

Ability to compose and proofread confidential correspondence, forms, tables and charts is required

Must have the ability to communicate clearly, confidently and patiently

Flexibility in the face of change and/or conflict is required

Effectively work with people from diverse culture and socio economic backgrounds

PLEASE INCLUDE SALARY EXPECTATIONS**HOW TO APPLY**

Please e-mail cover letter, resume and salary expectations to Luis.Soto@archden.org by May 3, 2013.