

**Archdiocese of Louisville**  
**Position Description**

**Agency:** Office of Youth and Young Adults

**Position Title:** Associate Director

**Number Supervised:** 0

**Minimum Hours per week:** 40

**Status:** Exempt

**Accountable to:** Director, office of Youth and Young Adults

**Position Summary:**

The Associate Director assists the Director in advocating for, coordinating, and providing services related to pastoral care, formation, support, and networking for adult leaders who serve in youth ministry (6<sup>th</sup>-12<sup>th</sup> grade), young adult ministry (ages 18-39), and high school campus ministry throughout the Archdiocese; assists in collaboration and communication among parishes, schools, and youth and young adult serving organizations; assists in coordinating and leading direct ministry efforts for youth and young adults.

**Working Relationships:**

Office of Youth and Young Adults Staff: Daily interaction for planning, guidance, coordination of efforts, professional and spiritual growth, and assistance in carrying out the mission and work of the office.

Pastoral Ministry Leaders: Frequent and intentional contact with youth and young adult ministry leaders and college and high school campus ministers to provide accompaniment, encouragement, training, assistance, professional and spiritual growth, and networking opportunities.

Other Pastoral Ministry Leaders: Cultivate close working relationships with pastors, parish catechetical leaders, seminarians, and others, to nurture and grow a culture of ministry with youth and young adults.

Other Archdiocesan Agencies: Periodic interaction to build mutually-beneficial and collaborative relationships to better serve the needs of our younger brothers and sisters in Christ.

Regional/National Youth & Young Adult Ministry Organizations: Represent the Archdiocese in fostering supportive networks among ministry peers and learning of, advocating for, and participating in the development of resources for youth and young adult ministries at local, regional, and national levels.

## **Duties and Responsibilities:**

- Work in unison and collaboration with the Director to plan, budget, effectively communicate, and enact a vision for ministry with youth and young adults across the Archdiocese with focus on evangelization, formation, and missionary discipleship.
- Encourage, support, and empower youth, campus, and young adult ministry leaders through one-on-one accompaniment, small group mentoring, regular visits, and phone, text, and email communications.
- Provide training and resources for parish staffs and adult leaders in ministry with youth and young adults, and promote archdiocesan policies on safe environment.
- Advocate for and assist parishes with initiating outreach to youth and young adults in their communities and developing and building evangelizing and discipleship-building ministries.
- Assist in implementing direct ministry opportunities for youth, young adults, and adult leaders such as retreats, workshops, leadership development, and conferences to supplement local ministry efforts.
- Work closely with Office of Youth and Young Adults Advisory and Archdiocesan Young Adult Boards.
- Address initiatives articulated in the Archdiocesan and Office of Youth and Young Adult Strategic Plans.
- Pursue on-going professional development through familiarization of relevant Church documents, current studies, cultural trends, best practices and resources for ministry with youth and young adults.
- Foster relationships with other dioceses, local youth and young adult serving organizations, and national/regional organizations to share best practices for ministry with youth and young adults.
- Assist in creating promotional materials and resources for Office of Youth and Young Adult offerings.
- Be present at meetings and conferences as required, and perform other duties as may be assigned.

## **Position Qualifications and Competencies**

- Practicing Catholic in good standing and passion for sharing the Catholic Faith with young people;
- Ability to relate well with teenagers, young adults, pastoral leaders, and others;
- Thorough knowledge of Catholic teaching with ability to relate it to ministry with young people;
- Knowledgeable in Church documents relevant to ministry and evangelization;
- Robust understanding of youth and young adult ministry principles and practices;
- Working knowledge of key issues affecting young people;
- Willingness to learn and grow personally and professionally;
- Strong relationship-building, interpersonal, organizational, and pastoral care skills;
- Expertise in digital and print media, MS Office, effective use of social media, and technical skill in set-up and operation of audio/video equipment;
- Experienced in event planning, team-building, and volunteer coordination;
- Skilled with in-person and virtual presentations and written communications;
- Self-motivated, works easily alone and as part of a team.

## **Experience**

- A minimum of 3 years full-time experience in Catholic ministry with youth, young adults, and/or campus ministry. Diocesan-level youth/young adult/campus ministry experience preferred.

**Education**

- Bachelor's degree in theology, pastoral ministry, religious education, or a related field (Master's degree preferred).
- Certification in youth ministry from an accredited national program is strongly recommended.

**Working Conditions:**

The position is full-time (40 hours per week) with some flexible hours including periodic weekday evenings, overnights, and weekends. The position requires use of personal vehicle (mileage reimbursed) for travel throughout the Archdiocese to meet with leaders in ministry with youth and young adults, parish and school personnel, youth, young adults, families, and others as needed. Additional travel required for annual provincial, regional, and national meetings and conferences with most expenses covered.

**Salary and Benefits:**

Commensurate with education and experience per Archdiocesan guidelines and standards.