



SALESIANS OF DON BOSCO | PROVINCE OF ST. PHILIP THE APOSTLE
OFFICE OF YOUTH AND YOUNG ADULT MINISTRY

P.O. Box 639, 148 Main Street New Rochelle, NY 10802-0639 | Phone: (914) 636-4225 | Fax: (914) 636-4925
www.salesianym.com

Youth Ministry Program Coordinator
New Rochelle, NY; \$40,000- \$60,000
In-person

Hours: Full Time

About Us:

The Salesian Office of Youth and Young Adult Ministry of the Province of St. Philip the Apostle (OYM) furthers the Salesian Mission of evangelizing and educating young people, especially the poor and at risk, as modeled by St. John Bosco, by serving the young and those who serve the young.

Job Description:

The Youth Ministry Program Coordinator both coordinates some of our retreat programs and service programs as well as supports the Associate Director of Youth and Young Adult Ministry (AD) with other programs. They also help with the day-to-day functioning and programming of the OYM. The Youth Ministry Program Coordinator also assists the Province Youth Ministry Delegate (PYMD) and AD in animating Salesian Youth Ministry by coordinating formation and resource material for the St. Philip the Apostle Province.

General Responsibilities:

Province Youth Ministry Animation:

- Planning, organizing, facilitating, evaluating, and revising of high school and young adult programs with support of AD:
 - Valdocco Retreat (high school aged Salesian Encounter retreat)
 - Salesian Gospel Roads (service retreats for high school youth and young adults)
 - Coordinators of Youth Ministry Meeting (annual meeting of CYMs for support and formation)
- **Province Youth Ministry Support:**
 - Assisting AD with the planning/facilitating/evaluating of the following programs and formation:
 - Salesian Leadership Retreat (twice a year retreat for high school leaders)
 - Young Adult Retreat
 - World Youth Day (every 3 years)
 - Other events: NCYC
 - Team preparation for retreats
 - Communication with CYMs of local works
 - Social Communication for the Office
 - Assisting with the Youth Ministry Formation and Resources
 - Managing the Office store
 - Other duties as required



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Qualifications:

General Requirements

- Be a practicing Catholic in good standing with a strong knowledge of the Catholic faith
- Currently an active member of a Catholic parish faith community
- Youth Ministry Experience in a High School, College, Parish, or Summer Camp setting.
- Youth Ministry certification (or a willingness to receive certification within the first three years of employment)
- Competency in social media (Facebook, Instagram, YouTube, TikTok, Spotify, etc.)

Recommendations

- Bachelor's/Master's degree in a related field (Theology, Education, or Pastoral Ministry)
- Knowledge of St. John Bosco's Salesian Spirituality and Pedagogy
- Experience with running retreats (i.e. Search, Kairos, Class/Confirmation retreats, etc.)
- Proficient in:
 - Microsoft suite (Word, Excel, PowerPoint, Outlook)
 - Google Workspace (Gmail, Drive, Docs, Sheets, Slides, Calendar, Forms)
 - Zoom
 - Dropbox
- Fluency in Spanish
- Experience in resource development for Youth Ministry and Lay Formation
- Proficient with Square (squareup.com)
- Familiarity with Photography/Video (Sony a7) and Photo Editing Software

Compensation & Benefits:

- Full-time position,
- \$40,000- \$60,000 per year, commensurate with experience.
- Benefits package: Health, Dental, 403B (Retirement)

How to Apply:

- Resume
- Reference sheet with four (4) professional/ministerial references (non-family, suggested: recent supervisor, pastor/campus minister, or someone you have served with on a youth ministry/campus ministry team).
- LinkedIn URL
- Submit resume and other material to symbosco@gmail.com with the subject line: YMPC Resume