Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT:	**Youth & Young Adult Ministry**
POSITION:	**Director, Newman Catholic Center, Davis**
CATEGORY:	**Exempt** **Full Time**

SUPERVISOR: **Director of Youth & Young Adult Ministry**

JOB SUMMARY:
The Director administrates the center, creates and implements programming, and supervises a full time Campus Minister. The Newman Centers in the Diocese of Sacramento are transitional student communities that support and empower college student leaders to make disciples of Jesus. The Newman Catholic Center is part of the Office of Youth & Young Adult Ministry that exists to build up a church that shares God's love with the young through relevance, cultivating servant leadership, accompaniment, and living authentic Christian community.

Specific responsibilities include:

Newman Center Director

- Acts as the pastoral and administrative leader of the campus ministry at Newman Catholic Center
- Directs evangelization, formation and pastoral care efforts
- Oversees day to day operations of the Newman Catholic Center including finance, operations, and facilities management.
- Interviews, trains, and guides staff and student volunteers. Maintains personnel files and follows diocesan guidelines for employees at the Newman Catholic Center.
- Ensures the student needs for sacraments and prayer (scheduling mass, reconciliation, devotional activities, etc) and pastoral care (spiritual direction, crisis intervention, etc) are provided through collaboration with the local parish and college campus.
- Collaborates with St. James parish staff as needed, in particular the Young Adult Minister, Liturgy Director, and the RCIA Team
- Meets at least monthly with the pastor and parish staff at St. James parish to ensure communication and collaboration
- Enables the Newman Council made up of college students to lead the activities of the Newman Catholic Center such as liturgy planning and minister training, music ministry, social justice, faith formation activities, etc.
- Encourages spiritual growth of all students in Newman Catholic Center activities while remaining sensitive to the diversity among students.
- Establishes relationships with key university resources; promoting the Catholic student community on campus and in the local parish.
- Collaborates with other campus ministries on the college campus as well as with other Newman Centers in the diocese.
- Participates in training and education opportunities for development, and in diocesan and regional meetings, programs, and projects as directed.
- Reports regularly to the Director of Youth & Young Adult Ministry in regards to both the spiritual and temporal conditions of the Newman Catholic Center.

Skills, Knowledge, and Abilities
- Knowledge of and comfort with Catholic doctrine and practice
- Demonstrably relational, accessible, warm and friendly, genuine, caring and compassionate
- Advocates strongly and effectively for the Newman Catholic Centers and campus ministries
- Ability to encourage the vision for the overall good of the mission
- Excellent communication skills, written and verbal
- Ability to organize and prioritize tasks while leading and motivating others
- Ability to work effectively with other staff members, students, volunteers, and external contacts, willing to act as an ambassador of the Newman Catholic Centers and campus ministries
- Ability to address conflict and challenges professionally and appropriately
- Is professional in conduct and action
- Ability to collaborate well with people of many different cultures.
- A good understanding of catholic Young Adult Ministry as articulated in the USCCB documents, Sons and Daughters of the Light & Empowered by the Spirit
- Proficient use of technology tools including Office Products and Social Media tools

Education and Experience
- BA Degree or higher (MA preferred)
- Bilingual (English/Spanish) preferred, but not required
- At least 5 years' experience in campus ministry and/or young adult ministry

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SIGNATURE OF EMPLOYEE   DATE

SIGNATURE OF SUPERVISOR   DATE