

**Diocese of Sacramento
JOB DESCRIPTION**

Department: Family & Faith Formation

Position: North State Coordinator

Status: Exempt, Full Time

Reports to: Director of the Offices of Family & Faith Formation and Youth & Young Adult Ministry

POSITION DESCRIPTION

The **North State Coordinator** is responsible for supporting the north state deans in pastoral planning and collaboration between parishes; supporting parish faith formation, evangelization and youth ministry efforts; supporting parishes in the use of technology, social media and the internet for pastoral ministry, catechesis and evangelization; and supporting the development of competent lay leadership.

Pastoral Planning / Shared Parish Ministry

- Serve as staff to the deans in their work in the deaneries and/or attend as staff all the deanery meetings (Shasta, Siskiyou, Sutter-Buttes, and Ridge) in order to provide a more robust support for collaborative pastoral planning.
- Coordinate a North State Council to do pastoral planning, explore shared ministry opportunities between parishes, and the sharing of staff and other resources.

Support of Faith Formation and Youth Ministry

- Provide monthly support meetings for the 4 Northern Deaneries for DRE/CREs, Youth & Young Adult Ministers and other ministry groups as needed.
- Gather and promote best practices in faith formation, evangelization and youth ministry through the website, social media, emails, one on one coaching and awareness workshops.
- Support OYYA/OFFF, Vocations, Catholic Schools and Respect Life initiatives in the north state
- Support small faith communities with resources and training. (i.e. Arise/Levantete)

Support of Evangelization, Communication & Outreach using technology, social media, and the internet

- Work with parishes, deaneries and clusters of parishes to ensure they have the access to technology to livestream liturgy, hold virtual meetings, facilitate virtual small groups ministry and communicate/stay connected with parishioners via social media, websites, apps, and mobile messaging.
- Support parishes in online and social media evangelization and catechesis efforts.
- Recruit, train and support volunteer evangelization and communication teams to support parishes in these efforts.

Lay Leadership Development

- Provide regular formation workshops in the north state and invite parishes to participate in Ministry Specialization Training, the Lay Mission project and Masters' degree programs.
- Encourage and support parishes to intentionally develop lay leadership teams.

Other duties as assigned by the Director

MINIMUM QUALIFICATIONS:

Education: 5 years of experience (MA or BA preferred, but not required)

Language: Bilingual, English and Spanish

Experience/ Knowledge/Skills

- Experience creating and implementing pastoral plans.
- Knowledge and experience using internet, social media, and apps to reach, teach and connect people (Marketing & Social Media Management Skills)
- Demonstrated success working with and training Hispanic leaders.
- Excellent interpersonal, oral, and written skills.
- Understanding of the north state reality and rural ministry.
- Ability to work well with diverse groups.
- Practicing Catholic in good standing with the Church.
- At least 5 years' working on a parish and/or Diocesan staff.