

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Ignatius Parish

POSITION STATUS: Full-Time

POSITION: Social Justice & Young Adult Coordinator

SCHEDULE: 40 hours a week
Some weekends and evenings
expected

CATEGORY: Non-Exempt

Supervisor: Pastor and Director of Religious Education

POSITION SUMMARY:

The Social Justice Ministries Coordinator is responsible for oversight, coordination, and implementation of parish programs, initiatives, and activities which minister to the needy and underserved in our region. The Director is the Pastor's primary liaison with Catholic agencies, advocacy and community organizations, and other local partners carrying out the mission of the Church. This position targets the needs of the underserved and marginalized in our community, especially those suffering from hunger, housing insecurity, and homelessness. Approximately 30 hours per week spent doing this part of the job.

The Young Adult (post-collegiate) Coordinator is responsible for developing a parish-based pastoral ministry with young adults and coordination of volunteers in social ministries. Reaches out to all in the community, provides for formal catechesis, invites and enables young adults and members of the parish to serve others. Develops close communication with staff for YA and social ministry needs and collaborates with other community and parish organizations. Approximately 10 hours per week expected in this part of the job.

ESSENTIAL FUNCTIONS:

1. Coordination and Administration (Justice Ministries)
 - a. Works collaboratively as a member of a pastoral team;
 - b. Maintains and identifies the need for social services within the parish community;
 - c. Builds effective relationships among parish and school staff, parish volunteers, and others to gain support for parish programs and outreach efforts;
 - d. Provides coordination to various parish programs which serve those in need, including feeding the hungry, and reaching out to those who are not able to actively participate in the life of the parish;
 - e. Facilitates relationships with surrounding area churches and non-profit organizations to assess programs in the community with which St. Ignatius may connect and provide support;
 - f. Serves as parish liaison to community and government agency programs which provide support to the underserved;
 - g. Serves as parish liaison to the Jesuits West Office of Faith Doing Justice and collaborates with the province on social justice initiatives;
 - h. Provides current information regarding available social services;
 - i. Together with the Pastoral Staff ensures parish programs and activities align with the mission of St. Ignatius Parish and the Diocese of Sacramento;
 - j. Monitors the progress and effectiveness of parish social justice programs by collecting and analyzing data on the number of people assisted, financial statistics, and participation by parish and community volunteers;
 - k. Develops new programs and services under the guidance of the pastor and the Pastoral Staff in areas where there is a call to minister to the underserved;

- l. Applies for grants and other financial assistance where appropriate
 - m. Performs other tasks as required.
2. Direct Program Service (Justice Ministries)
 - a. Is the First Responder to those contacting the parish for guidance and support in obtaining available services;
 - b. Develops educational materials on justice as an expression of lived faith; Recruits and trains volunteer leaders and workers for parish specific social justice ministry initiatives throughout the year;
 - c. Attends and coordinates monthly Sharing Gods Bounty Dinners;
 - d. Attends and coordinates Feed-A-Family preparation days and distribution day at Christmas and Easter;
 - e. Serves as Vice President of the parish's St. Vincent de Paul Society conference and attends all conference and officer meetings. Goes on home visits as needed;
 - f. Maintains and updates information, referrals, and other materials of benefit to the underserved;
 - g. Provides informational resources for emergency service;
 3. Communication, Education, and Training (Justice Ministries)
 - a. Works with a liaison to the St. Ignatius Parish Council in providing updates about programs, outreach efforts, and areas where new and continued support is needed;
 - b. Provides written and electronic communication about the ongoing needs of the community and how assistance may be provided through sending updates to the parish webmaster and the weekly parish bulletin;
 - c. Recruits and supervises the volunteers for the parish social justice ministries;
 4. Program Development (YA Coordinator)
 - a. Creates and develops Core Groups for YA and social ministries.
 - b. Develops leadership skills in young adults and social ministries.
 - c. Develops a network for reaching out, particularly to the alienated.
 - d. Plans, coordinates and implements retreats and evenings of prayer reflection for YA.
 5. Recruitment and Training of Leaders for YA
 - a. Recruits, trains, assigns and evaluates the leaders. Coordinates participation in diocesan sponsored training programs.
 - b. Serves as an advisor and support to leaders.
 - c. Monitors the efforts of volunteer leaders and evaluates progress.
 - d. Makes special efforts to gain the endorsement, support and involvement of all parishioners, especially school and parish organizations.
 - e. Publicizes and offers education programs and support systems for volunteer leaders.
 6. Administration (YA)
 - a. Initiates ways of gathering data on the needs, interests, attitudes, and beliefs of young adults and well as the marginated
 - b. Plans, organizes, and implements programs/experiences which provide a holistic approach in meeting and needs/interests of young adults and the marginated.
 - c. Submits financial reports and budgets.
 - d. Maintains necessary office and program records, including a log of activities and time.
 - e. Determines effective means for publicizing and promoting programs, experiences.
 - f. Provides opportunities to hear and respond to the Gospel message.
 - g. Assists in the preparation of para-liturgical and liturgical celebrations centered around YA.
 - h. Ensures all volunteers in YA are fingerprinted and cleared by the state of California and have obtained diocesan clearance to volunteer. Maintains all records for volunteer clearance.

QUALIFICATIONS:

Education:	A four-year college degrees is required from an accredited college or university. A master's degree is preferred. Familiarity with the USCCB document "Renewing the Vision: A Framework for Catholic Youth Ministry" as well as the justice documents of the Catholic Church from <i>Rerum Novarum</i> (<i>On the Condition of Labor</i> , 1891) to <i>Evangelii Gaudium</i> (<i>The Joy of the Gospels</i> , 2013.)
Experience:	Experience in advocacy, social service and Young Adult Ministry (post-collegiate)
Skills and	Must be a practicing Catholic with knowledge and understanding of Catholic Social Teaching
Knowledge:	S/He should have general knowledge of the Diocese of Sacramento and its mission and outreach initiatives. More specifically, applicants should understand the services available to the underserved in the Arden Arcade region. Strong interpersonal skills are required with the ability to work with those in need in a caring and compassionate manner. The Director of Social Justice Ministries must have excellent communication and writing skills and be able to work both independently and with others. S/He must be self-directed and be able to prioritize workload. Proficiency in Microsoft products is required.
Hours and	This is a 40-hour per week position, reporting Sunday through Friday for six hours per day with negotiated 4 other hours per week. Some weekends and evenings as required.
Working	There is some flexibility in work schedule, depending upon specific programs needs, for example the ability to work on weekends periodically. A full benefits package is provided which includes, health insurance, sick leave and vacation pay.
Environment:	This position will work in the St. Ignatius Parish Office. There may be some local travel to attend meetings, coordinate activities across the region. Occasional weekend and evening work may be required.
Physical Demands:	The successful candidate must be able to sit for prolonged periods of time, work at a computer, and speak over the phone. The candidate must be able to lift and carry up to 40 pounds.

Some important points from previous Coordinator

- It is important for the Coordinator to make a point of contributing to the work they are asking volunteers to undertake. With St. Vincent de Paul, that means going on an occasional home visit. With Bounty Dinner, that means helping set-up/prepare for the meal, serving alongside the volunteers at points during the meal, and staying until clean-up is complete. With Feed-A-Family, this means helping pack food baskets and assisting with giving them out. The job is as much a leadership/managerial position as it is a worker bee position. Of course, priority should be given to leading/coordinating efforts, but if the director is willing to get down in the trenches at times it will go a long way in earning the trust of some of our longest serving volunteers who are the backbone of Mission & Outreach ministries.
- Within the first month, it will be important for the Coordinator to meet with the leaders of the various ministries to learn about how/why they do what they do. Respecting these folks' institutional knowledge is crucial. Unless there is a major inefficiency/safety issue/conflict of interest with how a ministry is going about doing their work, defer to the judgement of the ministry volunteers who have been carrying out the work for several years. If the Coordinator still desires to make a change, get the input of the ministry leader and try to find a solution that is mutually agreed upon.

- The Coordinator should do their best not to overpromise and underdeliver with regard to taking on new initiatives and collaborating with external groups. A good approach is to focus primarily on our parish's core ministries that were wholly administered by the Mission & Outreach Office at St. Ignatius. Partnering with external organizations/groups is fine, but oftentimes the more cooks there are in the kitchen, the less gets done. Avoiding too much talking and no action is key. Keeping operations in house ensures that plans and decisions can be made efficiently with little drama involved.
- Collaboration with the key players in St. Ignatius School's administration is crucial. Anytime there is an event in the Parish Center, always confirm the dates and details during the planning process with the school principal and safety coordinator. Taking into account their concerns and adapting as needed contributes to keeping goodwill high between the parish and school. For the first time in years, the school agreed to do a food drive for Feed-A-Family this past Easter in addition to their usual participation during Christmas. Keeping this alive next year would be fantastic collaboration between the parish/school and results in less money being spent from the Feed-A-Family budget on food for the Christmas/Easter baskets.
- With regard to St. Vincent de Paul, it would be helpful if the Coordinator also served as the Vice President of the conference, or at least attended both conference and officer meetings. Right now the Society is focusing on rent and utility assistance as well as vouchers for needed home goods from the thrift store. However, each conference is not limited to the types of services that can be provided. With a built-in team of volunteers, administrative structure, and mission to help neighbors in need however possible, the new parish conference is an excellent vehicle for gradually expanding the services that the parish offers to those on the margins. The conference plays a large role in getting parishioners involved in helping out with a wide range of community services. In the short term, our conference still needs to get the administrative processes down for rent/utility/voucher assistance before expanding to other services. The beauty of this: it all can be run in house, and when collaboration is needed to tackle larger projects, we know that our neighbor conferences at other Catholic Parishes have the same modus operandi that St. Ignatius Parish does.
- Exceptions and limitations to the above guidance do of course arise. Flexibility and adaptability is the name of the game. The most important thing: remembering why this work is so important and that God is the one who is calling us to do it. Finding Him in this work has been one of the biggest "perks" of the job.