

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Newman Catholic Center

**POSITION:** Campus Minister

**CATEGORY:** Non-Exempt, Part Time **19hrs/week**

**SUPERVISOR:** Director, Newman Catholic Center- Davis

### **JOB SUMMARY:**

The Campus Minister supports the Director in fulfilling the mission of the Newman Catholic Center by supporting the coordination and facilitation of various ministries, assisting student ministry leaders, administrative & logistical tasks, marketing & outreach activities, and/or other tasks as assigned by the Director. The Newman Centers in the Diocese of Sacramento are transitional student communities that support and empower college student leaders to make disciples of Jesus.

### **Specific responsibilities include:**

- Assists Director and student leaders in establishing and maintaining the vision and mission of the Newman Center
- Assists Director in the pastoral care of students, goal setting and evaluation of activities, and training student leaders
- Assists Director in overseeing and providing support to student leaders specifically in the areas of spiritual activities, service and social justice, retreat planning, social events, and outreach
- Participates in retreats, leadership training, and other team building activities for Newman leaders
- Encourages spiritual growth of all students in Newman Center activities while remaining sensitive to the diversity among students
- Promotes the Catholic student community on campus and in the local parish.
- Participate in training and education opportunities for development, and in diocesan and regional meetings, programs, and projects as directed by supervisor.
- Assists Director with other tasks as assigned.

### **Skills, Knowledge, and Abilities**

- Knowledgeable and comfortable with Catholic doctrine and practice
- Relational, accessible, warm and friendly, genuine, caring and compassionate
- Advocates strongly and effectively for the Newman Centers and campus ministries
- Ability to encourage the vision for the overall good of the mission
- Ability to work effectively with other staff members, students, volunteers, and external contacts
- Excellent communication skills, written and verbal
- Ability to organize and prioritize tasks while leading and motivating others
- Ability to address conflict and challenges professionally and appropriately
- Professional in conduct and action
- Ability to collaborate well with people of many different cultures.
- Proficient use of technology tools including Office Products and Social Media tools

### **Education and Experience**

- Bachelors degree (in progress or completed) preferred, but not required
- At least one year of experience in youth, young adult, or campus ministry
- Bilingual (English/Spanish) preferred, but not required

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SIGNATURE OF EMPLOYEE

DATE

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SIGNATURE OF SUPERVISOR

DATE