

# Diocese of Sacramento

## Job Description

**Parish:** St. Ignatius Loyola Parish

**Position Status:** Full Time

**Position:** Mission & Outreach Director/Young Adult Coordinator

**Category:** Non-exempt

**Schedule:** 40 hours a week - some weekends and nights expected

**Hourly Payrate:** \$19.00 to \$21.00 based on work experience

**SUPERVISOR:** Pastor of St. Ignatius Loyola Parish

**Job Summary:** St. Ignatius is seeking an enthusiastic community builder to help recruit volunteers, maintain the established relationships with our volunteer base in a variety of ministries and supporting the parish-based pastoral young adult ministry.

- Recruit volunteers and maintain existing relationships in a variety of ministries
- Share and promote new volunteer opportunities as they arrive
- Keep our volunteer pool connected and interested in serving at our parish
- Recruit and support coordinators for major parish events (ministries faire, fundraisers, Fall Festival, picnics etc.)
- Process volunteer paperwork with the diocese and maintain parish records (Safe Haven and Fingerprinting)

### Specific Areas of Responsibility:

- **Encourage, support and staff the Young Adult Ministry**
  - Encourage involvement in parish activities and volunteering
    - Assist and support the once-a-month Young Adult Events after 5:30 pm Sunday liturgy – (1<sup>st</sup> Sunday – Slice of Grace and 3<sup>rd</sup> Sunday – Linger)
    - Publish Monthly newsletter with all events and manage social accounts (Facebook & Instagram)
    - Explore the need for a group for young married couples to go along with the young singles
- **Support Outreach Ministries**
  - Regular office hours for assisting drop-ins
    - Hand out local resource list and information
    - Connect guests with St. Vincent de Paul Conference (SVDP)
    - Distribute waters, snacks, and toiletries to our in-need visitors
    - Manage and sort all food, clothing, and hygiene donations
  - Sharing God's Bounty (monthly dinners)
    - Oversee volunteers at event - High schoolers and parishioners

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- Providing Bulletin and Website blasts to Communications Coordinator
- Promoting the meal schedule to local non-profit outreach groups
- Coordinate donation needs with Bounty ministry leader
- Oversee Feed-a-Family at Lent and Advent to provide food baskets for 250 families  
Easter and Christmas meals
  - Oversee signups, coordinates volunteers, promote food collection and manage communication with the parish and affiliate groups
  - Work with parish staff and school to coordinate collection and events
- Explore assistance for parishioners who request help in their homes with Housekeeping, Caregiving, & Companionship (Senior Connections Ministry)
- Interface with the parish CORE Program Coordinator (Collaborative Organizing for Racial Equity) and the Jesuits West Province
- Other duties as assigned.

### Minimum Qualifications:

**Education:** Bachelor's Degree in related field.

**Experience:** Three to Five years of ministry experience in a Catholic parish; proven ability to work in collaboration with other delegating and supervising tasks.

**Skills/Knowledge:** Must be proficient in using technology, including Microsoft Office, ability to master new technologies, good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct Catholic Church grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.