

Youth Ministry Assistant Coordinator

Vincentian Marian Youth, Southeast Missouri

POSITION SUMMARY: VMY is seeking a VMY **Assistant Coordinator**, to work alongside the VMY Coordinator, in our programs; bringing organization and detail to our program. They must be flexible and proficient in internet correspondence, website, programs and design. Experience of Excel, Microsoft, QuickBooks programs are preferred. Candidate must be a practicing Roman Catholic in good standing with a team player attitude.

To apply, email us at vincentianmarianyouth@gmail.com with your cover letter stating personal interest in this position along with a comprehensive resume.

Requirements and Responsibilities:

The Assistant Coordinator of Vincentian Marian Youth should:

1. Be an active, committed, faith-filled Roman Catholic.
2. Possess a solid understanding of the Catholic Faith and adhere to all the teachings of the Catholic Church.
3. To be able to teach and share the Catholic Faith.
4. Organize and maintain fundraisers, donations and grants.
5. Have leadership experience with youth.
6. Possess strong organizational skills.
7. To collaborate with all involved parties and staff the direction and facilitation of the details of all programs.
8. Coordinate and promote VMY as a vital and vibrant part of the area parishes.
9. Recruit and train volunteers to assist in our program.
10. Invite, gather, and lead the youth in our programs.
11. Promote and execute all programs in the organizational and detail aspects of the programs.
12. Prepare and develop an annual budget.
13. Account for all expenses.
14. Manage fundraising dollars and paperwork.

COMPENSATION: VMY offers a competitive salary based on years of experience and educational formation, commensurate with archdiocesan pay schedule. Employee Benefits in accordance with archdiocesan personnel policies.