

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
- Develop and implement new parish ministries, based on the needs of the community
- 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 – (1st Sunday – Slice of Grace and 3rd 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

Diocese of Sacramento

Job Description

- 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
- *Help re-start in-person dinners (as they have been to-go since COVID)

- 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.

-

Applicants should review and complete the pre-application statement:

<https://www.scd.org/sites/default/files/2021-01/DOS%20Application%20Form%202021.pdf>

Cover letter, resume and the job application should be directed to:

Laura V. Chacon
Business Manager
St. Ignatius Loyola Parish
3235 Arden Way
Sacramento, CA 95825
lchacon@si-sac.org