

# **POSITION AVAILABLE**

## **Pastoral Associate for Youth/ Young Adult Ministry**

St. Madeleine Sophie and St. Gabriel the Archangel Churches are seeking an enthusiastic candidate for Pastoral Associate for Youth/Young Adult Ministry to meet the needs of our linked parishes. This is a full-time, 12-month position.

### ***Responsibilities:***

- Coordinate and implement a comprehensive youth ministry program for ages 12 to 18, including faith formation, service activities, Confirmation preparation and social events.
- Perform administrative duties in collaboration with faith formation staff, including recruitment of catechists and volunteers and maintenance of records.
- Develop and coordinate young adult activities.

### ***Qualifications:***

- Commitment to the practice of the Catholic faith
- Effective leadership, planning, organizational and communication skills
- Ability to work well both independently and in a team environment
- Proficient with Microsoft Office software and social media
- Bachelor's degree preferred or related experience working with youth.

Apply by July 22, 2017. Position available immediately.

Complete job description available upon request.

***Send resume, salary requirements and  
two letters of recommendation to:***

**Donna Simone**

**3514 Carman Road, Schenectady, NY 12303**

**or email: [donna.simonesmsff@nycap.rr.com](mailto:donna.simonesmsff@nycap.rr.com)**

**or phone 355-3115**