

## Position Description

**Title:** Youth Ministry Assistant  
**Status:** Part Time, Non-Exempt. (15-20 hours per week; fluctuating up to 25-30 hours at times).  
**Reports to:** Director of Youth & Young Adult Minister

### Primary Function:

- The Youth Ministry Assistant will back-up the Director of Youth & Young Adult Ministries position in the job of evangelization and catechesis of Middle School & High School teens.

### General Duties:

- Coordinate and facilitate first year Confirmation classes weekly under the supervision of the Director of Youth and Young Adult Ministries.
- Facilitate and track first year Confirmation Students and their faith development using PDS to keep record of retreats, service, attendance, and forms returned.
- Support and assist in facilitating Youth Ministry retreats.
- Support Middle School & High School Youth Group
- The position requires assisting with general office duties, as well as, clerical support and data entry, into the current data system.
- Communicate with middle school and high school students and their families for upcoming events/retreats, classes, and due dates.
- Support the rest of the Faith Formation Team in events and tasks.
- Photoshop, Canva, and video editing

### Requirements:

#### Knowledge

- High level of competency in and ability to explain the Catechism of the Catholic Church.
- Prior experience in Youth Ministry Leadership.
- High school diploma.

#### Skills & Abilities

- An active Catholic able to participate in the sacramental life of the Church.
- Excellent communication and interpersonal skills.
- Must be able to work both collaboratively and independently.
- Expected to maintain professional and modest dress and appearance appropriate to the church office environment.
- High level of literacy with PCs and ability to learn new software.
- Physical demands include:
  - Ability to lift 50 lbs. occasionally.
  - Frequently requires walking, pushing/pulling, fine dexterity, sitting, standing, bending, and crouching.
  - Occasionally requires the ability to sleep in a sleeping bag.

#### Preferred but not required

- Some college experience.
- Literate in Adobe programs (photoshop, premier pro, etc.)

Please forward Application for Employment application and resume to:

Mail to: Mr. Craig King, Director of Faith Formation  
St. Francis of Assisi Roman Catholic Church  
2300 Sunridge Heights Parkway  
Henderson, NV 89052

E-mail to: King@sfahdnv.org

You can find the Application for Employment for the Diocese of Las Vegas here:  
<https://dioceseoflasvegas.org/employment-and-volunteer-applications>

Interviews will be scheduled following the screening of applications. Applications will be accepted until the position is filled. All applicants must be able to pass a background check.