



Diocese of Springfield Position Description

Position: Ministry Associate	Primary Contacts: Kris Gagne, Director of Human Resources k.gagne@diospringfield.org	Effective Date: TBD
Classification: Non- Exempt Work Schedule: Part Time 10-20 hours/wk Salary Range: \$18-20/hour Grant funded: No	Reports to: Office of Missionary Discipleship Director	Level: Staff

OVERVIEW:

This position assists the Director of Missionary Discipleship with the day-to-day operations of the Office of Missionary Discipleship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To be successful in this role, the individual must be able to effectively carry out the following responsibilities:

- Provide support for programs and initiatives within the Office of Missionary Discipleship, including (but not limited to): the diocesan youth leadership team, youth retreats and rallies, Steubenville East, NCYC, young adult events and retreats, campus ministry efforts, family life ministry, diocesan conferences and training programs, and periodic initiatives.
- Help identify, recruit, and build teams of volunteers to assist with various events and activities.
- Assist with the planning and execution of events, including tasks related to promotion, logistics, registration, and on-the-ground support.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES needed to successfully perform the essential duties and responsibilities of this position include:

- Catholic in good standing who understands and supports the mission of the Catholic Church and the Diocese of Springfield.
- Both a self-starter and a team player who can work well with others and manage relationships and expectations while staying on mission.
- Open to working as a servant leader both behind the scenes and forward facing.
- Background or training in evangelization and experience as a disciple-maker.
- Possesses creativity and ideation and desire to learn and grow as in 2 Timothy 2:2
- Understand and deploy best practices of safe environment and risk management especially when working in direct ministry with youth and vulnerable adults.
- Excellent communication skills including use of phone, email, and social media.

- General understanding and ability to use social media to promote ministry efforts.
- Experience with Google Workspace including Google Docs, Sheets, Slides, Forms.
- Ability to learn new software systems.
- Flexible work hours, including availability on weekends and evenings for in-office and at events.
- Driver's license and reliable vehicle, ability to travel within the diocese.

REQUIRED EDUCATION/EXPERIENCE:

- Bachelor's Degree and at least 2-3 years of experience in youth, young adult or campus ministry.
- Experience in additional ministry areas preferred including but not limited to: pro-life ministry, family life ministry, faith formation, men's ministry, or women's ministry.
- Experience with evangelistic or missionary efforts.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

This position requires the employee to work in an environment consistent with an office function as well as outdoor settings. Physical demands associated with this position include extensive walking, lifting & carrying heavy materials (up to 30 lbs) for setting up or breaking down events

Interested candidates:

To apply, please review the Office of Missionary Discipleship website (www.WesternMassCatholic.org) and submit an idea for a ministry program, initiative or event along with a resume to: Human Resources at K.Gagne@diospringfield.org. The creative exercise is intended to get to know candidates and not necessarily be reflected as an action of the office.

ESSENTIAL DUTIES:

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Company and its employees.