

**Coordinator of Youth Ministry
St. Cyril of Alexandria Catholic Church
10503 Westheimer Road
Houston, Texas 77042**

St. Cyril of Alexandria Catholic Church seeks a full time Coordinator of Youth Ministry to lead a comprehensive faith formation program for high school students in grades nine through twelve. The Coordinator oversees the Confirmation program, youth ministry events, retreats, service opportunities, leadership development, and formation activities for parish youth. The Coordinator of Youth Ministry is a full-time no less than 40 hours per week, benefits and PTO eligible position. Remote work is not permitted, and all hours are in office. This position requires a practicing Catholic in good standing with the Church who has a strong knowledge of the Catholic Faith.

St. Cyril of Alexandria Catholic Church is a vibrant Roman Catholic parish in West Houston and a part of the Metropolitan Archdiocese of Galveston–Houston. It is known as a welcoming faith community that serves the local area through worship, faith formation, and many parish ministries. The parish was established in 1963 and continues to offer a wide range of liturgical and pastoral services to a diverse and growing community.

Education and Experience

Bachelor's degree in Theology, Education, Pastoral or Youth Ministry, Social Work, or a related field, with a minimum two years' experience in youth ministry, catechesis, or parish leadership. Experience facilitating retreats for youth is essential. Fluency both written and oral in English with Spanish a plus.

Primary Responsibilities

- * Develop and coordinate a comprehensive youth ministry program.
- * Prepare students for the Sacrament of Confirmation.
- * Plan and lead retreats, service projects, and parish wide youth events.
- * Coordinate parish participation in Archdiocesan youth conferences.
- * Recruit, train, and support adult and teen ministry volunteers.
- * Maintain accurate registration and attendance records.
- * Collaborate with the Pastor, parish staff, and the Director of Faith Formation.
- * Proficient in Microsoft Office and social media.
- * Ability to work with various software such as ParishSoft.
- * Strong organizational skills and ability to recruit and lead volunteers.

Suitable candidates may submit a cover letter, resume, and anticipated salary range, via email with CYM on the subject line to frchristopher@stecyrihlouston.org