



St. Bernadette Catholic Church



Archdiocese
of Toronto

Employment Opportunity

ASSISTANT YOUTH COORDINATOR

St. Bernadette Catholic Church

21 Bayly Street East Ajax, ON L1S 1P2

Modified full time (20 hours per week)

New Position

Target Hiring Salary: \$20 – \$22 per hour

Overview:

St. Bernadette Church is seeking a modified full time Assistant Youth Coordinator who will collaborate and support the Youth Coordinator with the leadership and development of a robust youth program in a very active suburban parish. This position will call upon the successful candidate to know or quickly develop skills in EDGE and Lifeteen-based programs and will allow for training and upgrade opportunities as well. The successful candidate will report to the Pastor but will directly report to and collaborate with the Youth Coordinator. This is an ideal opportunity for someone who may be looking to grow into the role for future youth ministry opportunities.

Responsibilities:

- Promote, oversee and facilitate the EDGE (Grades 5 to 8) and Junior EDGE (Grades 2 to 4) Programs
- Assist in the operation of lunch-time EDGE programs at parish schools
- Develop and form EDGE & Junior EDGE CORE team leaders (high school students and young adults)
- Assist in the implementation and development of the Lifeteen Program
- Develop and execute the marketing and promotion strategy for youth and young adult ministry
- Collaborate at times, with Lay Pastoral Associate in delivery of sacramental preparation programs (RCIA for Young People, Confirmation, First Confession/ Communion)
- Oversee Children's Liturgy, coordinate the program with the Ministry Coordinator to further develop and execute an optimal parish program.
- Ongoing assessment and suggestion of ways parish can engage young people in the practice of their faith
- Interact with youth, parents and others in providing pastoral care and attention during sacramental encounters
- Other duties, as required

General Requirements:

- Prior involvement in youth ministry strongly recommended
- Fluency in English
- Good interpersonal skills; diplomacy, gentleness, a capacity to work cooperatively with clergy, staff and volunteers of the church, parishioners, related organizations and external contractors
- Some understanding of the Catholic Church, its culture and principles and respect for its leadership

- Ability to assess immediate pastoral care needs of young people and youth leaders and to prioritize tasks
- Requires some physical work; walking, bending, reaching and lifting up to 50 lbs.
- Ability to work on weekends
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of vacation at 20 hours per week
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Chris Lemieux** at **pastor@stbernajax.com**. Deadline for receipt of applications is **February 10, 2025**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.