DEPARTMENT: Evangelization and Catechesis

POSITION: Campus Minister

CATEGORY: Full Time, Non-Exempt

SUPERVISOR: Chico Newman Center Director

JOB SUMMARY:
The Campus Minister is primarily responsible for ministerial support to the activities of the Newman Center, the Director, and the Newman Council of student leaders. Under the guidance of the Director, the Campus Minister will help the Newman Center to function effectively and efficiently, work toward accomplishing strategic goals, and achieve its mission and vision. The role may also include general administrative tasks connected with the budgeting, maintenance and fundraising needs of the Center.

Specific responsibilities include:
• Assists Director and Newman Council in establishing and maintaining the vision and mission of the Newman Center
• Assists Director in the pastoral care of students, goal setting and evaluation of activities, and training student leaders
• Provides support to student leaders especially in the areas of marketing and on campus outreach to a diverse student population, social events, liturgical ministries and other events.
• Participates in retreats, leadership training, and other team building activities for Newman leaders
• Encourages spiritual growth of all students in Newman Center activities while remaining sensitive to the diversity among students
• Promotes the Catholic student community on campus and in the local parish.
• Participates in training and education opportunities for development, and in Diocesan and regional meetings, programs, and projects as directed.
• Oversees the facility calendar – manages the rental use of the building by student groups and external users
• Assists Director with other tasks as assigned.

Skills, Knowledge, and Abilities
• Knowledge of and comfort with Catholic doctrine and practice
• Demonstrably relational, accessible, warm and friendly, genuine, caring and compassionate
• Excellent communication skills, written and verbal
• Ability to organize and prioritize tasks while leading and motivating others
• Ability to take initiative on projects and follow through to completion
• Ability to collaborate well with people of different cultures.
• A good understanding of Catholic Young Adult Ministry as articulated in the USCCB documents, Sons and Daughters of the Light, Empowered by the Spirit, and Building Intercultural Competencies for Ministers
• Proficient use of technology tools including Office Products and Social Media tools

Education and Experience
• Bachelors degree or higher
• At least three years of experience in youth, young adult, or campus ministry
• Bilingual (English/Spanish) preferred, but not required