Job Description: Full Time Young Adult Minister/Communications Coordinator, August 2016

Employer: Paulist Fathers, Paulist Center Boston
The Paulist Center is an intentional community in the Catholic tradition. We are an inclusive community dedicated to vibrant worship and social justice ministry. We value full and active participation of the women and men of the worship community in the ministries and governance of the Paulist Center Community. Members of the community travel to our downtown location from over 100 municipalities from New Hampshire to Cape Cod.

Purpose of the position
To coordinate young adult ministry and most communications of the Paulist Center

Major Responsibilities

Estimate of Time

Young Adult Ministry 22 hours
Organize, coordinate and delegate responsibilities for faith formation; coordinate monthly suppers, happy hours, social events, service opportunities and other theological, spiritual and educational activities; coordinate Young Adult weekly Small Groups. Facilitate leadership and spiritual formation of Young Adult Ministry Team.

Communications 13 hours
Help maintain Paulist Center webpage, Constant Contact newsletters; manage social media (Facebook, Twitter, Instagram, Youtube, new platforms that may arise); maintain online faith formation outlets for Center through curating online resources.

Other Responsibilities 5 hours
Staff Meetings, possibility of occasional public speaking, being on call weekly for spiritual crises and walk-ins. Serve as liaison with Suffolk University's Interfaith Center, Emerson College's Campus Ministry. Serve as supervisor to theological field education students as needed.

Workweek: Must be willing to work Sundays and evenings. Two days off which may be non-consecutive depending on scheduling of activities.

Qualifications: MDiv or MA degree in Theology or similar professional degree. Education or work experience in communications, graphic design, marketing or similar field. The appropriate Roman Catholic candidate will have demonstrated leadership ability in ministry either as a volunteer or in a professional position with fluency in social media. We are looking for someone who is outgoing, comfortable serving the pastoral needs of young adults, is positively enthusiastic about his/her Catholic faith, and has good communication skills (including public speaking).

Salary and Benefits: $40,000 (negotiable depending on qualifications), health insurance, four weeks paid time off. Position is a two-year term with the possibility of extension. Email resumé and thoughtful cover letter to FiveParkSt@aol.com. Applications will be reviewed as received.