

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	Office of Youth & Young Adult Ministry
POSITION:	Director of College Campus Ministry
CATEGORY:	Exempt Full Time

SUPERVISOR: Director of the Office of Youth & Young Adult Ministry

JOB SUMMARY:

Guided by both the Bishop's strategic plan and the USCCB documents, Sons and Daughters of the Light, and Empowered by the Spirit, the Director of College Campus Ministry directs the Newman Catholic Center in Davis and provides leadership, direction and supervision for all programs and activities of college campus ministry throughout the Diocese of Sacramento and establishes appropriate structures to enable the ministry to function effectively, accomplish strategic goals and achieve its mission. The Director is responsible to the Director of the Office of Youth & Young Adult Ministry for providing this leadership over planning, organizing, directing, collaborating and evaluating all facets of campus ministry in the service of its mission and vision.

Specific responsibilities include:

- 1. Directs College Campus Ministry.** As part of the ministry of the Office of Youth & Young Adult Ministry, ensures a robust, effective and sustainable ministry to college students at UC Davis, CSU Chico, CSU Sacramento and the surrounding community colleges.
- 2. Supervises Newman Center Staff**
 - Provides overall direction for the administrative responsibilities of other staff.
 - Conduct regular meetings with Newman Center Directors and staff.
 - Target areas of programmatic growth and support Newman Center staff in setting and achieving goals
 - Develops the annual budget with the Newman Center Directors and the Director of the Office of Youth and Young Adult Ministry and monitors the budget of the three Newman Centers.
 - Interviews and hires staff in collaboration with the Director of the Office of Youth & Young Adult Ministry and the Director of Lay Personnel
 - Directs and delegates daily activities and evaluates staff performance to assure the effective and efficient operation of the Newman Centers and campus ministries.
 - Foster growth and developmental support for the evangelization, formation, and pastoral care efforts of each Newman Center and its staff.
 - Engage in ongoing training, professional development, education opportunities and healthy ministerial upkeep strategies for staff and student leaders in collaboration with the Diocese of Sacramento Assistant Director for Family & Faith Formation
 - Target areas of programmatic growth and support Newman Center staff in setting and achieving goals
- 3. Manages Growth & Excellence in Newman Center Ministry**
 - Initiates and maintains methods to monitor and improve the quality and effectiveness of programs.
 - Leads the marketing and profile-raising work to promote the image of the Newman Centers and campus ministries in order to maximize growth in attendance of its programs and use of its facilities.
 - Provide on-site development and support for staff and ministry programming.
 - Foster a culture of collaboration and unity in diocesan college campus ministry.
 - Facilitate organizational development and regular assessment for all operational aspects of the Newman Center Initiative to ensure operational efficiency.
 - Manage crisis occurrences and provide emergency situational support to staff for the continuity of programming.
 - Reports regularly to the Director of the Office of Youth & Young Adult Ministry in regards to both the spiritual and temporal conditions of the Newman Centers and the college campus ministry in general.

4. Collaborates Regularly with Other Diocesan Departments

- Campus ministry is part of the Office for Youth and Young Adult Ministry in the Diocese of Sacramento. In addition to collaborating with the Youth & Young Adult Ministry Office, the Director of College Campus Ministry will also collaborate closely with the following Diocesan departments/offices:
 - Office of Finance to maintain the financial stability of the campus ministry.
 - Office of Vocations to ensure that vocational promotion and discernment are a central part of college campus ministry.
 - Office of Catholic Charities & Social Concerns to ensure that regular opportunities to serve the poor and marginalized are part of college campus ministry.
 - Office of Family & Faith Formation to ensure that students at the Newman Center are properly formed as missionary disciples.
- Works with other Diocesan Departments as needed for the operation of the Newman Centers (e.g. safe environments, lay personnel, IT, etc.)

5. Represents the Newman Centers to Outside Organizations & Collaborates with Them

- Encourages a spirit of welcome, service, and Catholic leadership.
- Leadership in representing the Diocese of Sacramento College Campus ministry to public universities, community colleges, and other entities to support the mission and vision of the college campus ministry.
- In collaboration with the Newman Center Directors maintains a good working relationship with parishes associated with the Newman Centers
- Collaborates with other entities and institutions to promote and enhance campus ministry and the Newman.

6. Directs the Newman Catholic Center, Davis:

- Acts as the pastoral and administrative leader of the campus ministry at the Newman Center in Davis
- Directs evangelization, formation and pastoral care efforts.
- Oversees day to day operations of the Newman Center including finance, operations, and facilities management.
- Supervises the Program Coordinator and works closely with the Newman Center Chaplain
- Interviews, trains, and guides staff and student volunteers and follows diocesan guidelines at the Newman Center in collaboration with the Director of the Office of Youth & Young Adult Ministry and the Director of Lay Personnel
- Ensures the student needs for sacraments and prayer (scheduling mass, reconciliation, devotional activities, etc.) and pastoral care (spiritual direction, crisis intervention, etc.) are provided through collaboration with the local parish and college campus.
- Collaborates with local parish staff as needed, in particular the Young Adult Minister, Liturgy Director, and the RCIA Team
- Meets at least quarterly with the Pastor of St. James Parish and other staff members as needed.
- Enables the Newman Council made up of college students to lead the activities of the Newman Center such as liturgy planning and minister training, music ministry, social justice, faith formation activities, etc.
- Encourages spiritual growth of all students in Newman Center activities in collaboration with the Newman Center Chaplain.
- Establishes relationships with key university resources, promoting the Catholic student community on campus and in the local parish.
- Collaborates with other campus ministries on the college campus as well as with other Newman Centers in the diocese.
- Participates in training and education opportunities for development, and in diocesan and regional meetings, programs, and projects as directed.
- Engages in intentional outreach to Black and Hispanic students in collaboration with the Diocese of Sacramento Coordinator for Black Catholic Ministry and the Coordinator for Pastoral Juvenil

7. Other tasks and/or responsibilities as assigned by the Director of the Office of Youth & Young Adult Ministry

Skills, Knowledge, and Abilities

Knowledge of and comfort with Catholic doctrine and practice
Demonstrably relational, accessible, warm and friendly, genuine, caring and compassionate
Advocates strongly and effectively for the Newman Centers and campus ministries
Ability to encourage the vision for the overall good of the mission.

Excellent communication skills, written and verbal.

Ability to organize and prioritize tasks while leading and motivating others.

Ability to work effectively with other staff members, students, volunteers, and external contacts, willing to act as an ambassador of the Newman Centers and campus ministries.

Ability to address conflict and challenges professionally and appropriately.

Is professional in conduct and action.

Ability to collaborate well with people of many different cultures.

A good understanding of Catholic Young Adult Ministry as articulated in the USCCB document, Sons and Daughters of the Light and Empowered by the Spirit

Proficient use of technology tools including Google Suite, Microsoft Office Suite, and Social Media tools

Education and Experience

- Bachelor's degree (master's degree preferred).
- At least five years successful leadership/managerial performance.
- Extensive experience in youth and young adult ministry. 5-10 years of college campus ministry experience preferred.
- Good understanding of youth and young adult ministry and the process of accompanying young people
- Good intercultural skills, experience working with ministers from diverse backgrounds.
- Bilingual (English & Spanish) preferred, but not required.
- Understanding of and/or experience working for the church in Region XI (California, Nevada and Hawaii)