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# St. Joan of Arc Parish

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## Employment Opportunity

**Date:** January 5, 2018

**Parish:** St. Joan of Arc (Powell)

**Position:** Youth Ministry Assistant

**Deadline:** Open until filled

**Status:** Part-time (20 hours/week)

**Practicing Catholic:** Preferred

**Qualifications for the position:** St. Joan of Arc Catholic Church, a large, suburban parish located in Powell, Ohio, is seeking a Youth Ministry Assistant. The person in this position is responsible for supporting and assisting the Youth Ministry Coordinator within the youth ministry program, including helping with the implementation of programming, assisting with the coordinating of volunteers, and aiding with the preparation of special events and meetings such as retreats, pilgrimages, etc. The assistant will also help the coordinator with administrative duties including communications with teens, parents, and volunteers, advertisements for programs and events, and preparations of necessary materials. It is essential for the assistant to engage in relational ministry with the teens of the parish focusing on the goal of leading them closer to Christ. The assistant works in conjunction with the Youth Faith Formation Director, the Youth Ministry Coordinator, along with the other coordinators, and assistants in Youth Faith Formation to maintain a well-run program.

**Education/Experience:** The successful candidate will have a knowledge and understanding of the Catholic Church and its mission. A bachelor's degree in theology/religious studies or education and experience in ministry are preferable. This is a part-time position, which includes some weekends and evenings.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

To apply, please send a cover letter and resume to Shana Leonard, Youth Faith Formation Director, at [sleonard@stjoanofarcpowell.org](mailto:sleonard@stjoanofarcpowell.org).