**Posted at National Federation of Catholic Youth Ministry**

**Executive Director**

**Posted:** January 10, 2022

**Location:**Catholic Mission Trips

**Job Description:**The role of the Executive Director is to oversee the operations of Catholic Mission Trips, Inc., manage the finances, and promote the growth and development of CMT, under the oversight of the Board of Directors.

* Development
  + Strategic Planning and Sustainability
  + Scout and Approve new Mission Locations
  + Grant writing
  + Fundraising
  + Outreach on Campuses
  + Conferences
  + Website and Social Media Platforms
  + Mailings
* Human Resources
  + Recruitment Ads
  + Hiring
  + Team Training
  + Team Member Retention
  + Advise and work closely with the Director of Missions
* Finances
  + Maintain Annual Budget
  + Work with Accountant to prepare and distribute tax documents to w2 employees and 1099 contractors
  + Maintain Donation Records and Mail Annual Tax Receipt Letters
  + Oversee spending of Mission Teams

The qualities of the **Executive Director**include:

* Passion for mission work
* Excellent written and verbal communication
* Long term planning
* Attention to detail
* Working knowledge of G Suite for Nonprofits or Office Suite
* Organizational skills
* Access to reliable internet and phone service
* Initiative to work independently
* Persistence
* ***Experience in mission work, youth ministry, and non-profit management preferred***

Salary

* Salary is fundraised

[Apply Here >](https://catholicmissiontrips.net/executive-director-job-opening/)

**Submit Resume to:**

**Megan Yedkois**

**(540) 825-2917**

[**megan@catholicmissiontrips.net**](mailto:megan@catholicmissiontrips.net)

**Director of Strategy and Formation**

**Posted:** January 6, 2022

**Location:**NFCYM

**Job Description:**The job responsibilities include developing, implementing, managing, and evaluating the overall strategy of NFCYM while directing and managing assigned ministry formation initiatives.

The Director of Strategy and Formation serves NFCYM as:

• A full-time exempt member of the national staff, under the direct supervision of the executive director  
• A proactive and collaborative thought-leader to oversee, manage, direct, and implement NFCYM’s strategic plan,  
assist in fund development strategy, and build organizational relationships to address emerging trends across all  
focus areas  
• A director and manager of ministry formation projects, including the development and delivery of training services  
that reflect the mission, vision, values of NFCYM.

[View the full job posting here >](https://nfcym.org/wp-content/uploads/2022/01/Director-of-Strategy-and-Formation-1.pdf)

**Communications Manager**

**Posted:** January 6, 2022

**Location:**NFCYM

**Job Description:**The job responsibilities include developing, implementing, managing, and evaluating ongoing communication strategies which support all NFCYM focus areas including strategic messaging, brand awareness, and ongoing communication with stakeholders.

The Communications Manager serves NFCYM as:

• A full-time exempt member of the national staff, under the direct supervision of the executive director  
• A proactive communication advocate of NFCYM’s mission, brand, products, and services  
• A strategic communication and marketing manager that ensures clarity and consistency in branding and positioning, with a clear identity that reflects the mission, vision, and values of NFCYM

[View full posting here >](https://nfcym.org/wp-content/uploads/2022/01/Communications-Manager-1.pdf)

**Event Marketing Specialist**

**Posted:** January 6, 2022

**Location:**NFCYM

**Job Description:**The job responsibilities include creating, implementing, and maintaining strategies and content for our event-specific initiatives, including web design, event marketing campaigns, advertising, NFCYM booth coordination, event app management, and sponsor deliverables.

The Event Marketing Specialist serves NFCYM as:

• A full-time exempt member of the national staff, under the direct supervision of the communications manager  
• A proactive communication advocate of NFCYM’s mission, brand, products, and services  
• A creator and implementor of long-term and day-to-day digital content strategies that ensure clarity and  
consistency across event focused communications with a clear identity that reflect the mission, vision, and values of NFCYM

[View the full posting here >](https://nfcym.org/wp-content/uploads/2022/01/Event-Marketing-Specialist-1.pdf)

**Executive Assistant and Donor Specialist**

**Posted:** January 6, 2022

**Location:**NFCYM

**Job Description:**The responsibilities include providing comprehensive support to the executive director, board of directors, the national team, stakeholders, benefactors, and the organization’s fundraising strategies while maintaining the day-to-day office operation.

The Executive Assistant and Donor Specialist serves NFCYM as:

• A full-time exempt member of the national staff, under the direct supervision of the executive director  
• A highly skilled assistant providing comprehensive support to the executive director, board of directors, and  
national team while maintaining the day-to-day office operation in support of the whole organization  
• A high-level resource to NFCYM’s stakeholders, supporters, and benefactors, providing operational support to  
the executive director and the organization’s fundraising strategies

[View the full posting here >](https://nfcym.org/wp-content/uploads/2022/01/Executive-Assistant-and-Donor-Specialist-1.pdf)

**Staff Assistant to Laity, Marriage, Family Life and Youth**

**Posted:** January 5, 2022

**Location:**USCCB

**Job Description:**Under the supervision of the Executive Director, the Staff Assistant provides comprehensive administrative support to the Secretariat staff and to the Bishops’ Committee it serves, with exceptional administrative support to the Executive Director. This position is responsible for office and fiscal management and for all other operations that support the implementation of approved projects and responsibilities undertaken by the committee and staff.

The Staff Assistant contributes to the bishops’ strategic plan for the Conference. Demonstrates willingness and ability to understand, respect, and contribute to the USCCB mission and fulfill job duties following its Catholic identity.

Education Level: Undergraduate degree or equivalent preferred

Major Field/Specialty: Humanities, liberal arts, communications, theology/religious studies are preferable.

Other Specialized Training: (i.e., word processing, personal computer, knowledge of Catholic Church, etc.)

· Basic knowledge of the Catholic Church and its beliefs, practices, and structures

· Intermediate to advanced proficiency with Microsoft Office (Outlook e-mail, Word, Excel, PowerPoint, Access, etc.); WordPress, Adobe Pro Suite, social media platforms, etc.

· Knowledge of office practices

· Good verbal and written communication skills

Number of Years Required: 2-3 years work-related experience preferably in a church system

[Apply Here >](https://www.irecruit-us.com/index.php?OrgID=I20121215&RequestID=1627486376610178a8090d75644&olnew=1&slnew=35)

**Program Specialist in Youth and Young Adult Ministries**

**Posted:** January 5, 2022

**Location:**USCCB

**Job Description:**Under the immediate supervision of the Associate Director within the Secretariat of Laity, Marriage, Family Life, and Youth, the Program Specialist assists in providing staff support to the Committee, with an emphasis on ministries with youth and young adults, and a specific focus on the annual and international celebrations of young people, including World Youth Day. Contributes to the Bishops’ strategic plan for the Conference, Demonstrates willingness and ability to understand, respect, and contribute to the USCCB mission and fulfill job duties according to its Catholic identity.

Graduate-level preferred, minimum of BA

Major Field/Specialty: Theology or religious studies; pastoral ministry; youth and young adult ministry

Type and Nature of Professional Experience:

* Experience in ministry work on the parish and diocesan level or within a Catholic apostolate, organization, or movement  
  Experience as a teacher or catechist of the Catholic Faith
* Experience participating or leading diocesan, national, or international events for young people
* Excellent writing and editing skills
* Excellent verbal communication skills
* Demonstrable commitment to sound and effective catechesis
* Experience in Church systems and structures
* Ability to deal with confidential and sensitive communications
* Experience in administration or other supervisory experience
* Number of Years Required: 3 years

[Apply Here >](https://www.irecruit-us.com/index.php?OrgID=I20121215&RequestID=164132479461d4a0fa1c9e45580&olnew=1&slnew=35)

**Special Project Coordinator**

**Posted:** January 3, 2022

**Location:**Seton Education Partners

**Job Description:**Seton Education Partners seeks a mission-driven, results-oriented individual to be the Special Project Coordinator of the Seton Teaching Fellows and El Camino Extended Day programs in the Bronx, NYC. We are looking for a resourceful, organized, and highly efficient team member to support the Chief of Programs, Director of Formation, and EC’s Senior Director.

Our Special Project Coordinator will support our Missionary program, Seton Teaching Fellows, which places young missionary educators in inner city charter and Catholic schools as teachers and catechists; they will also support our extended day program, El Camino, which provides Catholic catechesis and youth ministry as an after-school option for families we serve.

The SPC will help manage programmatic communication, social media presence, clerical initiatives, and administrative functions.

[**Learn more about the position and apply here >**](https://setoneducationpartners.applytojob.com/apply/WYHQ3tWwlv/Special-Project-Coordinator)

**Email brett.chappel@setonpartners.org with questions.**

**Seton Teaching Fellows**

**Posted:** January 3, 2022

**Location:**Seton Education Partners

**Job Description:**Seton Teaching Fellows are missionary educators who radically serve to bring quality education and holistic catechesis to inner cities in America. Seton Teaching Fellows serve in classically inspired charter and Catholic schools during the day, live in intentional communities of faith with other missionaries, receive dynamic faith formation, engage in robust professional development, and breathe new life into the communities, schools, and parishes where they serve! STFs receive a modest stipend and are provided housing near their mission sites. We’re looking for dynamic, faith-filled leaders who love working with kids, are passionate about serving the poor, and want to help underserved children get to college and heaven. No experience in education or ministry is required, only the call to serve! We are now hiring for the 2022-2023 school year.

[**Apply here >**](https://setoneducationpartners.applytojob.com/apply/aDx2DfRh9E/Seton-Teaching-Fellow)

**Email  jacob.coonradt@setonpartners.org with any questions.**