



Title: BSYC Coordinator of Faith-based Programming

Where: Blessed Sacrament Youth Center (BSYC) on 3600 W. Cermak Rd, Chicago IL

Reports to: Executive Director of Blessed Sacrament Youth Center (BSYC)

Direct Subordinates: BSYC Faith-based Team and Volunteers

Type: Full Time, Exempt, \$50,000 annual salary plus the great number of benefits that the Archdiocese of Chicago has to offer.

Time Period: Immediate start date. This is a grant-funded position guaranteed through the end of 2027.

Time Schedule: The following are base schedules. These may change with the Director's approval. Schedule may fluctuate according to events and needs. Work hours are flexible.

Base Schedule

Faith-based Programming	Parish Assignment	After School Program
25 hours per week (flexible hours)	4 hours per week. (could be evening hours or weekends)	6 hours per week (3 pm - 6 pm two nights per week.)

THE VISION

We strive to become a center for youth ministry development that will support and directly impact the renewal efforts of our local Catholic Parishes and Schools. We do this by offering dynamic, high quality, faith-based programming that will lift, form, and inspire young people to engage in parish life and missionary discipleship.

OUR HISTORY:

In 1987, Blessed Sacrament Youth Center (BSYC) was established as a youth drop-in center in an unheated garage with a single basketball hoop, a ping pong table, and fewer than a dozen members. By 2007, the demand for after school services had outgrown the original two-flat building. We moved into the vacant Blessed Sacrament church and renovated the space to expand programming and reach more youth.

In 2021, after two years of being closed because of the COVID pandemic, the youth center reopened. The executive board hired a new Executive Director who renewed the team and created a four-year strategic plan that will help us accomplish our vision of having two strong programming departments: the Community-based Programs, which focus on the social needs of our young people, and the Faith-based Programs, which focus on the spiritual needs of our youth.

POSITION OVERVIEW:

This position will take the lead in developing, administering, implementing, and evaluating the new Faith-based Programming department in accordance with the strategic plan. Since 2021, BSYC has been preparing the foundation by building relationships and piloting methods of faith-based programming that answer the needs of our local Catholic Schools and Parishes. The Coordinator of Faith-based Programs (FbP) will improve upon these initiatives and design new ones, helping this arm of BSYC to scale and grow.

GENERAL FUNCTIONS:

1. Lead the visioning, planning, administration, implementation, and evaluation of the BSYC Faith-Based Program Department (FbP), including:
 - a. **Administration:**
 - i. Maintain and report on the overall Faith-based Programming budget
 - ii. Hire, onboard, train, supervise, and evaluate FbP team members including volunteers, interns, and on-call mentors
 - iii. Market and communicate FbP activities and events internally and externally
 - iv. Provide updates and reports on FbP to the executive board, executive director, constituency, and funders
 - v. Continue to build out the vision of the FbP in collaboration with the Executive Director
 - vi. Collaborate on grant writing and fundraising efforts for FbP and the overall mission of BSYC
 - b. **Programming:**
 - i. Oversee the planning, administration, implementation, and evaluation of existing FbP programs and events
 - ii. Consult and support local parish staff and volunteers who are forming their own youth ministries
 - iii. Design and facilitate new and innovative faith-based programs and events for Faith-based Programming
 - iv. Create culturally responsive and sustaining FbP that lift up the traditions and celebrate the intersection of culture and faith
 - v. Develop and implement an evaluation plan for FbP
 - vi. Coordinate volunteers for FbP programs and events
 - c. **Networking:**
 - i. Convene the Southwest Youth Ministry Collaborative, a body of representatives from local Catholic Parishes and Schools
 - ii. Build relationships with city, state, and national organizations to develop partnerships that support FbP and BSYC's overall mission
 - iii. Attend Archdiocesan leadership meetings including Vicariate Meetings and youth ministry gatherings
 - iv. Serve as BSYC's liaison to the Archdiocesan Office of Lifelong Formation

- d. **Staff Supervision and Training:**
 - i. Coordinate monthly check-ins, mid-year reviews, and final reviews of FbP personnel
 - ii. Ensure staff certification and compliance with necessary trainings for working with young people (ex. Chicago Public Schools, Virtus, First Aid, etc.)
2. Contribute to the success of Community-based Programs, which serve as soft entry points and pre-evangelization moments. in the success of the after school program by being an after-school youth mentor,
 - a. Serve as youth mentor in our after school program two evenings per week, with a concentration on pastoral accompaniment, building relations, and homework assistance
 - b. With parent consent, invite and inspire young people to engage in Faith-based Programs
 3. Assist the Board and Executive Director with annual fundraising, marketing, and special events as needed

REQUIREMENTS AND PREFERENCES

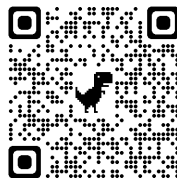
Education Required:	H.S. Degree and Catechetical Leadership Certificate
Education Preferred:	BA in pastoral ministry or equivalent plus CL certification
Experience Required:	<p>3+ years parish level leadership experience</p> <p>2+ years in coordinating and successfully implementing youth events and programs</p> <p>Experience with strategically planning, developing, implementing, and evaluating youth ministry programs</p> <p>Working experience with multicultural and multilingual settings, especially with Black and Latine youth</p> <p>Knowledge and experience of culturally responsive ministry</p> <p>Must demonstrate respect, responsibility, role modeling, teamwork, joy and understanding of Catholic Church teaching, mission, and values</p>

Experience Preferred: All the above plus 3 years experience supervising professional staff at a non-profit level
Experience in evangelizing and empowering young people to be missionary disciples of Christ

Skills Required: Strong skills in creating promotional and marketing tools
Excellent management and organizational skills,
Excellent interpersonal, oral, and written communication skills
Strong skills in communications, especially social media
Team Player with strong Conflict Resolution skills
Ability to prioritize and manage multiple tasks
Flexibility and ability to adapt in a fast-paced, growing and evolving work environment.
Strong skills in Microsoft Office and Google platforms
Understanding of budgets and accounting systems & procedures

For more information: Jesus "Chuy" DeLeon, jdeleon@bsyc.org

For an initial application:



Employee Signature

Date

Witness