



## Position Description

Updated: November 2022

### Organization Summary

The mission of NET Ministries is to challenge young Catholics, through relational ministry, to follow Christ and embrace a life of community in the Church. Working alongside youth ministers, parishes, and schools, we help young people encounter the person of Christ through evangelization and discipleship. Our ministry is carried out by retreat teams, discipleship teams, and YDisciple.

### Current Position Information

**Job Title:** Eastern Regional Outreach Coordinator

**Department:** Strategic Engagement

**Reports to:** Eastern Regional Director

**FLSA Status:** Non-Exempt (hourly)

**Position Type:** Full-time, 35+ hrs/week

**Location:** Cincinnati, OH

### Summary of Position

Strategically engage with diocesan leaders, parish and school youth ministry leaders, and campus ministry leaders throughout the region to build relationships and promote NET Ministries. Provide small group communities for youth ministers, parish, and school leaders to strengthen their relational ministry skills and abilities to witness the faith. Coordinate Annual Retreat days for ministry professionals in particular regions. This position includes regular travel of 1-5 hours with day trips or evening/weekend events up to 2 nights per week, and extended relational ministry trips. This position will have a focus on relational ministry in mentoring and working with ministry leaders and promoting YDisciple as an excellent resource for relational ministry.

### Essential Functions

1. Expand and network with parishes and schools in a strategic way
  - Assist the regional office in networking with parish and school ministry leaders on a monthly basis both in person and virtually
  - Lead a YDisciple Small group in 1-2 High Schools or Parishes in the region on a weekly/monthly basis as desired by parish/school partnership
  - Annually partner with an additional 5 high schools throughout the region to increase our recruiting potential and familiarize high schools with NET Retreats and YDisciple
  - Seek out new Hispanic/Latino ministry opportunities in regional parishes and schools to establish trust in the community and build an awareness of NET Ministries
2. Coordinate Regional Events for parish and school ministry leaders
  - Discern with the Regional Director opportunities for direct ministry to Church/School Leaders with a focus on 2-3 (Arch)dioceses in the region
  - Work with local (Arch)dioceses to determine if monthly gatherings for networking and support would be welcomed
  - Establish 2-3 groups that meet monthly in person and 2-3 groups that meet monthly virtually to create community, support and train ministers through relational ministry, and increase awareness of NET Ministries throughout the Region
  - Coordinate Annual Summit Event in the Archdiocese of Cincinnati

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| <p>3. Provide Client Services Support to parish and school ministers</p> <ul style="list-style-type: none"> <li>• Receive leads from the Scheduling Administrator for new RCPs that may be interested or in need of assistance and accompaniment in their ministry</li> <li>• Meet one on one with new Parish Youth Ministers or School Campus Ministers to provide mentoring and coaching in relational ministry</li> <li>• Establish working relationships with (Arch)Diocesan Safe Environment Coordinators for the 31 (Arch)dioceses NET serves throughout the Eastern Region and track requirements</li> <li>• Support the clearance procedures by working with NET's Safe Environment Officer, for necessary Safe Environment clearance of the Regional Retreat and Discipleship Teams and ensure these NET Teams are cleared to serve two weeks prior to ministry in the (Arch)diocese.</li> </ul> |
| <p>4. Promote and Sell YDisciple throughout the Region</p> <ul style="list-style-type: none"> <li>• Be familiar with YDisciple Resources, training materials, and pricing structure in order to promote and sell YDisciple</li> <li>• Help with YD Coaching needs in the region</li> <li>• Attend Conferences and Regional Events to represent NET Ministries and share our approach to relational ministry culminating in YDisciple small groups</li> </ul>  |
| <p>5. Missionary Team Support</p> <ul style="list-style-type: none"> <li>• Participate in NET Missionary training/Staff training events as assigned</li> <li>• Serve as a small group leader during Fall Training if needed</li> <li>• Assist in the promotion of NET Retreat Teams, Discipleship Teams, and YDisciple</li> <li>• Assist in logistics/care of regional NET Teams as needed (ie: airport pick up/drop offs)</li> </ul>   |
| <p>6. Other</p> <ul style="list-style-type: none"> <li>• Attend staff meetings and staff events as directed</li> <li>• Knowledgeable of all pertinent Employee Handbooks and staff manuals appropriate to the position</li> <li>• Other duties as assigned by Supervisor or Department Director</li> </ul>  |

## Qualifications

**Minimum:** College Graduate (with a degree in theology or related field). Active, practicing Catholic with an outgoing, friendly, and confident demeanor. At least five years of experience working in youth ministry, campus ministry, or teaching theology. Excellent oral, written, and interpersonal communication skills. Organized with a high level of attention to detail and ability to execute a vision. Motivated, self-starter who is driven and has the ability to thrive in a team atmosphere. Ability to handle a variety of tasks and priorities simultaneously. Skilled/comfortable working with financial data. Proficient in Microsoft Office software and Google Suite. Passionately committed to the mission of NET Ministries.

**Preferred:** Familiar with the Archdiocese of Cincinnati Parishes and Schools with ten years of experience working in the field of relational ministry. Knowledgeable with Raiser's Edge Database. Bilingual (Spanish/English) with experience working with Hispanic/Latino youth & families.

## Physical Requirements

Must be able to work the required hours per week.  
 Able to sit or stand for long periods of time.  
 Able to work long hours when the position demands.  
 Able to participate in occasional evening and weekend meetings or events as assigned.  
 Able to lift up to 25 lbs (office materials, etc.) using proper techniques.  
 Able to operate a phone and a keyboard in a safe and proficient manner.  
 Must be able to travel via airplane and/or automobile.  
 Must have a valid DL and a good driving record

## Organization Chart Information

Supervisor/Manager: Eastern Regional Director  
Besides Supervisor, also receives work direction from: Director of Strategic Engagement, Director of YDisciple  
Direct Reports: N/A  
Besides Direct Reports, also gives work direction to: none  
Peers: Regional Office Staff

## Supervisory Information

Checked items indicate responsibilities of this position in supervising other employees.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Assign work, give direction, answer questions</li> <li><input type="checkbox"/> Conduct performance evaluations/reviews</li> <li><input type="checkbox"/> Hire/promote/Terminate employees</li> <li><input type="checkbox"/> Hire/promote/Terminate mission staff volunteers.</li> <li><input type="checkbox"/> Formally discipline employees</li> <li><input type="checkbox"/> Determine pay level/authorize pay increases</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Set work schedules/assignments</li> <li><input type="checkbox"/> Review and approve employees' work</li> <li><input type="checkbox"/> Instruct and train employees</li> <li><input type="checkbox"/> Develop/manage department/program budget</li> <li><input type="checkbox"/> Manage contractor/vendor assignments/contracts</li> <li><input type="checkbox"/> Manage volunteers</li> </ul> |
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## Additional Information

Will have access to many personal data sources and resources, consequently, must be able to maintain confidentiality.  
 The position responsibilities require the work to be accomplished primarily on-site at the Regional Office.  
 Must be able to travel and work over some weekends/evenings. Minimum of two annual trips to Minnesota for full staff retreat, meetings, and Missionary Training.  
 May be required to drive a NET vehicle with NET passengers