**Job Title:** [Full-time] Evangelization and Mission Coordinator (EMC)

**Parishes**: St. Rose, Topsfield & St. Agnes, Middleton, MA

**Reports to:** Pastor

**General Description**

The Evangelization and Mission Coordinator (EMC) is responsible for the development, implementation and oversight of service projects, mission trips, and evangelization opportunities for the Saint Rose of Lima and St Agnes Parish communities. Using various avenues for evangelization, the ideal candidate will leverage his/her personal gifts and developed skills; love for Christ and His Church, and openness to God’s grace so as to facilitate an encounter with Christ through service.  This position requires a person who knows the content of the Catholic Faith, loves the Church and Her teachings, has a heart for evangelization, and is committed to the New Evangelization as articulated by Pope Saint John Paul II and his successors. While not limited to working with any one age group, this position is intended to harness the energy and enthusiasm of the youth while drawing upon the wisdom, experience and participation of older parishioners.

**Essential Qualities:**

* Fully initiated practicing Catholic with knowledge of and love for the teachings of the Catholic Church.
* Demonstrates a real friendship with Christ through personal prayer.
* Experience with and/or a desire to work with Catholic clergy in pastoral ministry.
* Ability to represent the parishes to people within and outside of the Catholic Religion.
* Ability to communicate the Catholic Faith to others through word and deed.
* Ability to evaluate needs, and motivate parishioners toward evangelization opportunities, especially the youth.
* Proven ability to facilitate media resources to successfully perform all aspects of the position.
* Ability to effectively train others on how to evangelize.
* Ability to communicate effectively in writing and in speech.
* Ability to maintain strict confidentiality.
* Ability to think and work creatively.
* Excellent organizational and communication skills.
* Ability to handle multiple assignments simultaneously and consecutively
* Thrives at organizing people and activities; understands how to separate and combine tasks into efficient work flow.
* Demonstrates a professional temperament, appearance, and attitude.
* Enjoys hard work, challenging situations, and possesses a desire to spread the Gospel.
* Availability to work evenings and weekends.

**Duties and Responsibilities**

* Develop, coordinate, promote, and execute service projects, mission trips, and opportunities for evangelization among all parishioners, especially the youth.
* Recruit, train, motivate, and support volunteers for service projects, mission trips, and evangelization opportunities.
* Collaborate with the Religious Education Program Coordinators in the evangelization of the youth.
* Collaborate and represent the parishes to outside partners and vendors.
* Coordinate and oversee all service volunteer background screening, documentation rosters, and event schedules.
* Coordinate, support, and collaborate with existing service groups within the parishes.
* Create, maintain and manage all promotion of events on social media, bulletin announcements, advertisements, and other platforms including written and electronic.
* Participate in regular updates, information sharing, and parish staff meetings.
* Evangelize others through word and deed.

**Required Skills**

* Proficiency in Microsoft Office Products (Word, Excel, Access, Outlook, Publisher)
* Demonstrate excellent listening, written, and verbal communication skills.
* Capacity to learn and develop new methods of evangelization.
* Ability to lift up to 30lbs. and be generally physically active.  This role will involve considerable physical activity during various mission trips, service events, and work with children and teens.

**Minimum Qualifications**

* Bachelor’s Degree

Please send a cover letter and resume to*: application@agnesandrose.org*