



## Job Opportunity: Assistant Program Director

### POSITION SPECIFICATION

<b>Position</b>	<b>Assistant Program Director</b>
<b>Organization</b>	<b>Instituto Fe y Vida</b>
<b>Location</b>	<b>Lewis University, Romeoville, IL</b>
<b>Reporting Relationship</b>	<b>Program Director</b>
<b>Website</b>	<a href="https://feyvida.org/">https://feyvida.org/</a>

### ORGANIZATION

**Instituto Fe y Vida** is a Catholic, nimble, and strategic ministry founded in 1994 by the De La Salle Christian Brothers and a group of Hispanic pastoral professionals. Its mission is to equip pastoral ministers, young adult leaders, and parents for the evangelization of young Catholic Latinos. This is accomplished by focusing on **their personal development, faith formation, and preparation for their leadership in Church and society.**

The open position is for the “Thriving Catholic Parishes Program” (TCP Program), which requires a full-time Assistant Program Director, funded for five-years, through a grant awarded by the Lilly Endowment of close to a million dollars.

Four previous national initiatives underpin the TCP Program: (1) development of “the Prophets of Hope Model”—a pastoral theological framework grounded in small faith communities in the parish—to guide the Institute’s work; (2) research and advocacy to recognize the rising importance of the Latino young population in the U.S. Catholic Church; (3) biblical initiatives with the publication of the first annotated Bible in Spanish, soon also in English, for Latino young people; an annotated Bible for adults, particularly parents and catechists; and one of the largest Facebook communities (1.5 million subscribers) to ground Fe y Vida’s ministry of the Word of God and expand the use of Sacred Scriptures in the Americas; (4) training bilingual-bicultural Hispanic leaders for ministry with adolescents and U.S.-born Latino young people in the multicultural context in which they live.

### THE TCP PROGRAM

The purpose of the TCP Program is to help parishes with a significant Latino population to thrive, thanks to a dynamic, integrative, and continuous ministry with young people, including parishioners from other ethnic groups. The key is to offer continuous pastoral care from adolescence into young adulthood thus changing the Confirmation-graduation pattern and fostering the lively and creative integration of young people into the full mission of the Church.

Success factors include a parish-wide preferential option for young people and the lifelong development of leadership skills. The TCP Program has three stages: Stage 1: Preparation (year 1); Stage 2: Implementation in Three Parish Cohorts (years 2-4); and Stage 3: Groundwork for Sustainability (years 4-5). A Core Team, Leadership Team, and the broader parish community, particularly parents, will

participate in processes leading to: (a) assessing external and internal social and cultural changes that impact the community; (b) revitalizing ministry with young people to nurture their human and Christian development as they take on an active role and leadership in the parish; (c) developing a pastoral plan with clear parish values, priorities, goals, and organizational restructuring to achieve them. In year 4 of the grant, a National Convocation with delegates from the parishes in the cohorts, national leaders, and members of Fe y Vida's Pastoral Team will gather the learning community to enhance the TCP Program and export best practices.

With this grant, Fe y Vida will create the processes and resources needed to make the TCP Program the beginning of its Fifth National Initiative to be continued, improved, and expanded through the years. The sustainability of the TCP Program will be achieved thanks to: (a) an annual National Training Symposium for parish leadership teams, starting in year 5 of the grant; (b) consultation, support and marketing for dioceses and parishes already committed or expressing interest. Fe y Vida will also seek to expand the Program by inviting national organizations to partner in this initiative.

## **RESPONSIBILITIES**

This position reports to the Director of Leadership Training and assists the Director in helping parishes integrate young people into the full mission of the Church. The Assistant Program Director is responsible for Program logistics; accompanies parish leaders throughout the Program; manages the creation of the resource bank; serves as the principal resource writer; conducts workshops in all cohorts; and coordinates the communication plan, the National Convocation, and the Training Symposium.

### **Specific Responsibilities**

- Assists in the identification of civic leaders to be interviewed to broaden the horizon of parish reality and potential community collaborators, e.g., high school principals, youth clubs, community organizers
- Designs a communications system to create and support the network of parishes implementing the TCP Program and to disseminate results
- Creates a resource bank with bilingual materials to amplify access and reach
- Develops resources that excite adolescents about leadership training and social action as a next step in their faith formation journey
- Engages parents in the faith development of their adolescent children
- Facilitates analyses of learnings from community outreach, interviews, and various models and practices of youth and young adult ministries
- Conducts a literature review of recent statistical data and perspectives on young Latinos including the V Encuentro
- Proposes strategies to integrate into parish Sunday Eucharists what is lived and learned in specific phases of the Program
- Generates action plans to ensure that TCP objectives are achieved
- Supports parish ministry leaders in the coordination of event logistics
- Uses a learning-by-doing methodology to empower the parish community, including young people, to build a sense of belonging and motivation to chart the present and future of the parish
- Trains parish leaders on rites of passage from adolescence into young adulthood to foster the lively and creative integration of young people into the full mission of the Church
- Contributes to the writing of manuals of operations, protocols, reports of results, and publications
- Other job duties as assigned for this and other related projects

## **PROFESSIONAL EXPERIENCE**

- 5+ years of experience with youth ministry and pastoral services to Latino teens, their parents, and young adults
- Leading parish youth groups and pastorally accompanying *grupos de jóvenes*
- Working with Latino communities in a multicultural setting

## SKILLS

- Bilingual-bicultural, proficient in English and Spanish
- Public-speaker and multimedia presenter
- Ability to work with authority-structures of the U.S. Catholic Church
- Fluent in MS Office productivity applications and database management
- Event planning, goal setting, evaluation, monitoring productivity-progress
- Time management, prioritization, and multi-party scheduling
- Implementing Fe y Vida's Prophets of Hope processes
- Social media communications to foster community and learning
- Social analysis, theological reflection, and pastoral strategic planning
- Preferential option for young people in ministry
- Leading and working in a learning community

## REQUIREMENTS

- A letter of good standing from parish or diocese attesting good moral character and reputation, nothing to limit or disqualify from ministry.
- Completed Safe Environment training for ministry with minors and background check
- Open to travel and spending extended periods of time working with parish cohorts in different regions of the U.S.
- Willing to work at Fe y Vida's offices at Lewis University in Romeoville, IL
- References from at least two pastoral supervisors and two work colleagues

## EDUCATION

- Bachelor's degree in Philosophy, Education, Theology, Political Science, Sociology, Psychology, Ministry, or equivalent work experience and studies required
- Master's preferred

## PERKS

- Flexible start date and work hours
- Learning environment
- Agile, seasoned, multidisciplinary, collaborative, and cross-functional team
- University office setting and facilities

## CONTACT

Email inquiries, cover letter, CV or resume, and references to  
Juan Escarfuller  
Director of Leadership Training and Biblical Ministry  
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**DEADLINE FOR SENDING ALL REQUIRED INFO:** February 24, 2021