



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

Title: Youth Outreach Manager
Description: Full-Time, salaried, exempt
Reports to: Presently Executive Director
Location: CPLC North Dallas Office

SUMMARY OF POSITION

The Youth Outreach Manager is responsible for building relationships with parish youth ministry teams and school educators, coordinators, and leaders, researching needs, building content, and identifying opportunities for “Culture of Life” talks and events for youth within the Diocese of Dallas. The is a full-time position and includes some evenings and weekends throughout the year.

RESPONSIBILITIES:

Work with the Catholic Pro-Life Community Parish Engagement Team to develop and establish working relationships with parish middle school and high school Youth Ministers, Schools and Diocesan staff.

Research, understand and assess parish Youth Ministers’/Schools’ needs and topics to help build a Culture of Life.

Develop content and programs which provide interactive dignity of life talks and presentations for youth. Identify opportunities to incorporate content to empower middle school and high school teens in the cause of life.

Ability to speak to middle school and high schoolers on the sanctity of life topics.

KEY QUALIFICATIONS:

- **Passion for Protection of Life.** A heartfelt desire to join a community dedicated to the most important cause – Life. Have the passion to provide Dignity of Life information to youth in the diocesan parishes and schools.

- **Teachable and Adaptable.** Willing to learn and work cooperatively with team members and parish team members to provide superior education and resources to youth ministries and youth in the diocese. Ability to work effectively with individuals (volunteers, team members and youth) at all levels of the organization and community with tenacity and effective follow through.
- **Developmental Creativity.** Possess an intuitive sense to understand needs and create and develop culture of life programs for use by parish Youth Ministers. These programs would be designed to encourage knowledge of the dignity of life from conception to natural death.
- **Communication Skills.** Possess outstanding relationship-building skills and oral and written communication skills. Must meet with stakeholders and utilize a range of communication aspects including in-person meetings, phone calls, online meetings, and emails.
- **Foundational Experience.** Strong work ethic in regard to carrying out a plan. Demonstrated ability to achieve designated goals through individual contribution and team-oriented solutions. Bachelor's degree in a field such as Theology or Catechesis and 3-5 years' work/volunteer experience in youth ministry is essential. Excellent attention to detail and solid experience with Microsoft Office (Word, Excel, Power Point) is necessary.

All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters. This is manifested through active membership in a parish/faith community in good standing with the Church, acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues and compliance with the Diocese's Safe Environment Program.