



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

Title: Youth and Young Adult Education Outreach Manager

Description: Full-Time, salaried, exempt

Reports to: Director of Parish Engagement

Location: North Dallas Office

SUMMARY OF POSITION

The Youth and Young Adult Education Outreach Manager will play a vital role in building a Culture of Life by developing relationships and creating dynamic educational experiences for youth and young adults throughout the Diocese of Dallas. This full-time position focuses on identifying areas of interest and need for life-affirming education within parish youth ministries, Catholic schools, and young adult communities.

The ideal candidate is passionate about forming young hearts and minds in the dignity of every human person and is gifted in relationship-building, creative program development, and team collaboration. Through small group formats and events featuring local speakers, this role will bring youth and young adults together to explore, discuss, and act on the Church's teachings on life issues.

KEY RESPONSIBILITIES:

- Collaborate with the Parish Engagement Team to build strong, supportive relationships with parish middle and high school youth ministers, Catholic school educators, diocesan leaders, and young adult coordinators.
- Research, understand, and assess the unique needs and interests of parish and school communities to identify effective ways to engage them in life-affirming formation.
- Design and implement interactive and age-appropriate "Culture of Life" content for middle school, high school, and young adult audiences—empowering them to speak up for the dignity of human life.
- Organize small group gatherings and educational events featuring local speakers and community leaders to deepen understanding and build community among young adults.
- Seek out and create opportunities for presentations, workshops, and events that equip youth to embrace their role as pro-life leaders within their parish and broader culture.

KEY QUALIFICATIONS:

- **Passion for Life**
Deep commitment to the Church's teaching on the dignity of human life, with a desire to inspire youth and young adults in parishes and schools to embrace a consistent ethic of life from conception to natural death.
- **Teachable & Collaborative**
Willingness to learn and work closely with team members, parish staff, youth ministers, and young adult leaders. Strong relationship-building skills and reliable follow-through with volunteers and ministry partners.
- **Creative Program Developer**
Ability to assess needs and develop engaging Culture of Life programs for middle school, high school, and young adult audiences, especially in small group or parish settings.
- **Strong Communicator**
Excellent written and verbal communication skills. Comfortable engaging with a variety of stakeholders—including clergy, educators, and ministry leaders—across in-person and virtual platforms.
- **Ministry Experience & Skills**
Bachelor's degree in Theology, Catechesis, or related field. 2–3 years' experience (paid or volunteer) in youth or young adult ministry. Familiarity with NET or FOCUS is a plus. Strong organizational skills and proficiency in Microsoft Office.

MISSION COMMITMENT

All employees and volunteers of the Catholic Pro-Life Community are expected to practice faithful stewardship of time, talent, and resources in a way that honors the prayers, sacrifices, and generosity of our supporters. Each team member must maintain active membership in a Catholic parish, accept the Magisterial teachings of the Church, and reflect a life that upholds the dignity of every human person from conception to natural death.