



Archdiocese of Cape Town



"Transforming young lives through Christ"
CATHOLIC YOUTH CHAPLAINCY

"Transforming young lives through Christ"

INVITING APPLICATIONS FOR THE POSITION Assistant to the Youth Chaplain

The Youth Chaplaincy requires the assistance of a youth worker to fulfil the following duties.

Core Functions

- Assist Youth Chaplain in supporting Archdiocesan youth structures, especially Youth Chaplaincy Team
- Parish Liaison
 - Keep contacts database up to date and stay in touch with youth leaders
 - Visit and support youth groups, where needed or requested
- Assist Youth Chaplain in planning and executing Youth events, in particular
 - Annual Youth Conference
 - Annual Youth Day Mass
 - Youth Leadership Training
 - Annual Camp
- General administrative assistance to the Youth Chaplain

Supplementary Functions

- Training and support
 - Preparation and leading retreats for Youth Leaders
 - Preparation and leading training days for Youth Leaders
- Liaison with National Youth Office

Projects

- Developing training and retreat material and adopting material to local context
- Assisting with setting up of a youth mission team

Ideal Candidate will fulfil the following requirements:

- Confirmed and committed Catholic
- Active in parish youth ministry (Reference from Parish Priest will be required)
- Suitable experience in Youth Ministry, both parish-based and in wider context
- Tertiary degree or diploma
- Working knowledge of various youth programs, including, but not limited to - Education for Life, Life Teen and Theology of the Body.
- Proven ability to relate to people from different cultural and socio-economic groups
- Fluent in English, Afrikaans and Xhosa
- Conversant with Microsoft Word, Excel and Power Point and web-based internet email programs
- Understanding of the functioning of an NGO
- Age from 23-33

Remuneration and Working Hours

- Salary commensurate with skills and experience for a Church worker
- Part-time or full-time position, depending on applicant's availability and qualifications

PLEASE SEND CV OF NO MORE THAN 2 PAGES TO YOUTHCHAPLAINCY@GMAIL.COM BY 30 JANUARY 2018.

ONLY SUITABLY QUALIFIED APPLICANTS WILL BE ACKNOWLEDGED AND INVITED FOR AN INTERVIEW. THE ARCHDIOCESE RESERVES THE RIGHT NOT TO FILL THIS POSITION IF NO SUITABLE APPLICANT IS FOUND.

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