



POSITION DESCRIPTION

[Apply Here](#)

Title: Senior Coordinator for Youth Ministry and Adolescent Confirmation

Department: Parish Vitality and Mission

Date Posted: February 20, 2026

Position Summary:

The Archdiocese of Chicago, the third largest in the United States, serves more than 2.2 million Catholics in 216 parishes in Cook County and Lake county, a geographic area of 1,411 square miles. The Archdiocese, pastored by Cardinal Blase J. Cupich, has more than 13,000 employees in its systems and ministries, including Catholic Charities, the region's largest nonprofit social service agency. The Archdiocese also has one of the country's largest seminaries. The Archdiocese's 150+ elementary and secondary schools comprise one of the largest U.S. private school systems. Its schools have received 96 U.S. Department of Education Blue Ribbon Awards.

The Senior Coordinator for Youth Ministry and Adolescent Confirmation advances effective ministry to middle and high school youth across the Archdiocese of Chicago in alignment with the goals of the Office of Lifelong Formation. Reporting to the Director of Lifelong Formation, this role provides leadership, resources, and strategic support to parish and campus youth ministers, catechists, and catechetical leaders. The Senior Coordinator fosters collaboration, ensures alignment with archdiocesan priorities, and strengthens the quality and consistency of youth ministry throughout the archdiocese.

Responsibilities:

- Leads the development, writing, and editing of youth ministry and adolescent confirmation guidelines and resources to support parish implementation of archdiocesan standards and policies.
- Convenes and leads archdiocesan youth ministry meetings; providing timely updates and fostering networking among parish and campus youth ministers.
- Serves as high-level parish contact, providing consultation to parish leaders regarding the recruitment, training, and development of parish youth ministers.
- Designs and delivers workshops, trainings, and educational sessions for youth ministry leaders; oversees development of monthly youth ministry newsletter.
- Directs the administration and coordination of archdiocesan participation in the semi-annual National Catholic Youth Conference in partnership with the Events team.
- Assesses youth ministry needs and challenges and aligns responses with broader Office of Lifelong Formation initiatives.
- Collaborates with senior coordinator team and Office of Catholic Schools to develop formation guidelines and strategies, with emphasis on middle school faith formation and Confirmation preparation.
- Build and maintain partnerships with diocesan, regional, and national organizations (e.g., USCCB, NFCYM, ProjectYM), and pursue grant and funding opportunities.



- Supervises the personnel of the youth ministry team, and fosters a spirit of creativity, collaboration, professionalism, and accountability among members of the team.
- Leads and participates in committees, projects, or initiatives as indicated by the director of the Office of Lifelong Formation.
- Increases skills and knowledge through continuing education, attending conferences and reading appropriate literature.
- May be given other assignments and projects consistent with the responsibility level of this position.
- Ability to communicate effectively with a wide variety of people, including persons with varied social, ethnic, and cultural backgrounds.

Requirements:

- Bachelor's Degree in Theology, Pastoral Ministry or related field of study from an accredited college or university, or equivalency.
- At least three years of experience in leading youth and/or adolescent formation, education, ministry and administration.
- Fully committed to the Catholic Church's teaching on the Gospel message.
- Ability to communicate effectively with a wide variety of people, including persons with varied social, ethnic, and cultural backgrounds.
- Must be an excellent communicator, detail-oriented and self-motivated.
- Working knowledge of all Microsoft Office programs, including Outlook, Excel, Word, Power Point, and Teams.

Preferred:

- Master's Degree in Theology, Pastoral Ministry or related field of study from an accredited college or university, or equivalency.
- Five or more years of proven professional experience and leadership in parish faith formation or youth/campus ministry.
- Previous managerial experience.
- Bilingual English/Spanish.

The Archdiocese of Chicago offers a comprehensive total rewards package to include competitive compensation and benefit programs. Information about our benefit programs is available [here](#).

This position has an annualized salary range of \$ \$58,663 to \$73,329. An employee's pay within the salary range will be based on many factors including but not limited to: relevant education, qualifications, experience, skills, geographic location, and organizational needs.