

## POSITION DESCRIPTION

TITLE OF POSITION:	<b>Marist Youth Ministry (MYM) Program Assistant</b>
DIVISION:	Marist Centre Melbourne (Brunswick)
RESPONSIBLE TO:	MSA Senior Leader Formation and Youth Ministry
HOURS:	Casual

## ORGANISATION SUMMARY

Marist Schools Australia Limited draws together Catholic schools which shape their identity and mission through the spirituality and educational approach that was introduced into the Church by St Marcellin Champagnat in the early nineteenth century, and which has continued to be developed by the Marist Brothers and Lay Marists. Marist Schools Australia Limited provides its member schools with leadership, support and, where applicable, governance, in order that they can continue to be authentic Marist educational communities. The first priority of Marist Schools Australia Limited is to nurture the faith and spirituality of today's Marists, which include not only Brothers but thousands of Lay Marists, and also priests who minister to them.

## MARIST YOUTH MINISTRY

Marist Youth Ministry (MYM) is aimed at young people aged between 12-25. The mission of MYM is to make Jesus Christ known and loved among young people, and to enable them to grow as lifelong disciples of Jesus, in the way of Mary and St Marcellin Champagnat. Marist Youth Ministry supports school based and young adult programs. The principal school involvement is through the six-year Christian leadership program, known as Game Changers. A suite of post-school opportunities includes prayer and worship, service and solidarity, and a range of local and international volunteering opportunities. MYM operates in partnership with Marist Schools Australia (MSA).

## PURPOSE OF THE ROLE

The Marist Youth Ministry (MYM) Program Assistant works closely with the MSA Senior Leader – Formation & Youth Ministry to prepare the MYM Regional Assistants to animate Marist spirituality among youth and young adults. They have responsibility for assisting in the implementation of the key directions of MYM as determined by the Marist Association Council and the MYM National Coordinator.

The MYM Program Assistant position is classified as a casual position with hours of work held during the Victorian school terms, for the duration of 2024.

The position is based at the Marist Centre Melbourne in Brunswick. While most responsibilities in this role are Melbourne-based, regional and interstate travel might be required, and this will be mutually negotiated with the MSA Senior Leader Formation and Youth Ministry.

## KEY RELATIONSHIPS

The MYM Program Assistant is accountable to the MSA Senior Leader Formation and Youth Ministry (Southern) and works closely and collaboratively with them as part of the MYM regional team. They also form close working relationships with the MYM National Coordinator, and other national MYM team members, Young Marist Volunteers, Marist Centre staff, Marist school staff, and Marist Brothers.

## **MAIN RESPONSIBILITIES**

1. prepare the MYM Regional Assistants for the MYM school-based events in the Southern region (Vic, SA, WA)
2. attend and deliver presentations at each of the school based MYM events in Victoria
3. assist facilitating young Marist events in Melbourne.

## **SPECIFIC ACCOUNTABILITIES**

- Assist in preparing MYM staff and volunteers for MYM school-based events in Victoria, South Australia (remotely), and Western Australia (remotely).
- Assist in facilitating MYM school-based events in Victoria.
- Assist in preparing MYM staff and volunteers for young Marist events in Victoria.
- Assist in developing a social media calendar, and other media outlets.
- Assist in facilitating young Marist events in Victoria.
- Assist with setting the MYM calendar for Victoria, South Australia, and Western Australia.
- Provide general assistance and advice, when required to other MSA staff and Marist Brothers.
- Adhere to all general policies as outlined by MSA.
- Attend and participate in staff training, workshops and spiritual formation as required.

## **ESSENTIAL ATTRIBUTES**

- Formal qualifications in any of Theology, Spirituality, Ministry or Religious Education
- Experience preparing and leading student formation programs in either a Catholic school, parish or youth ministry setting
- Experience leading prayer and liturgical celebrations
- Highly-developed skills in organisation, time management and scheduling
- Willingness to work as part of a team, mentoring young adults
- Flexibility, adaptability and openness to the evolving needs of school communities
- Proficiency with computer programs including the Microsoft Office Suite and online meeting systems

## **DESIRABLE ATTRIBUTES:**

- Experience engaging with religious congregations
- Experience with supervision or mentoring of young staff
- Openness to formation in spiritual charisms
- Active participation in personal faith formation

*Applications close Wednesday 7 February with interviews to take place the week beginning 12 Feb. Preferred start date the week beginning 19 February.*