

Diocese of Nashville

<https://dioceseofnashville.com/job/coordinator-of-youth-formation/>

Coordinator of Youth Formation (Bilingual)

Description

Saint Ann Catholic Church in Nashville, Tennessee, seeks qualified candidates for a full-time Coordinator of Youth Formation, responsible for assisting the Pastor and Director of Faith Formation with Youth and other Faith Formation initiatives. This position works flexible hours during the week, but must be available on Sunday afternoons and occasional nights and Saturdays. The ideal candidate will be outgoing, compassionate, and team-oriented, reflecting Saint Ann's mission of Radiating Christ and Providing a Home for Generations.

PRIMARY RESPONSIBILITIES

- Under the Director of Faith Formation's supervision, support the Spanish-language Sunday School program, including on-site Sunday coordination, volunteer engagement, and Safe Environment compliance.
- Assist Director of Faith Formation in supervising Spanish-language Baptism classes and scheduling.
- Coordinate Middle and High School Youth Ministry under the Director's supervision, with emphasis on relationship-building, student engagement, and volunteer recruitment.
- Assist with English Family Faith Formation programming as needed.
- Support communications and publicity to parish families and school students.
- Assist in recruiting and training Faith Formation volunteers.
- Maintain and coordinate the Youth Faith Formation calendar.
- Assist with sacramental preparation, including meetings, practices, and family support.
- Help coordinate and facilitate Sacrament Retreats, Baptisms, First Reconciliations, First Communion, and Confirmations.
- Assist with summer catechetical programs (e.g., Totus Tuus).
- Purchase Faith Formation supplies and curriculum.
- Maintain organized records and storage of materials.
- Participate in parish and diocesan professional development and youth ministry initiatives.
- Represent Saint Ann at diocesan-wide Youth events like Holy Fire, SEARCH, Youth Leadership Workshop, etc.
- Other faith formation duties as assigned.

EDUCATION AND EXPERIENCE

Hiring organization

Saint Ann Catholic Church

Job Location

Nashville, TN

Date posted

June 24, 2026

Valid through

11.09.2026

Interested candidates should submit a cover letter, resume with three professional references, and salary history to employment@stannnash.org. All applications should be received by Friday, July 10th .

- Bachelor's degree in Theology/Religious Studies, Education, Communications, Counseling, Social Work, or a related field.
- Practicing Catholic with a strong knowledge of and commitment to the faith.
- Minimum of two years' experience in catechesis, religious education, or youth ministry (paid or volunteer).
- Catechist certification or willingness to obtain certification.
- Proficiency in Spanish language (ability to write and communicate with confidence).

OTHER SKILLS AND REQUIREMENTS

- Availability to work Sundays and occasional evenings and Saturdays.
- Ability to complete diocesan Safe Environment training, background check, and motor vehicle screening.
- Strong interpersonal, organizational, and multitasking skills.
- Ability to be self-motivated, trustworthy, professional, and courteous.
- Proficiency in Google Workspace, Microsoft Office, and Excel.

This position includes a competitive salary and benefits based on qualifications and experience.

To Apply

Interested candidates should submit a cover letter, resume with three professional references, and salary history to employment@stannash.org. All applications should be received by Friday, July 10th .