Job Description

Peer Ministry Coordinator

The Peer Ministry Coordinator (PMC) is hired by and accountable to the Director of the Duke Catholic Center, and works collaboratively with the other members of the DCC ministry team. The PMC reports directly to the Campus Minister for Faith Formation.

Responsibilities:

- **Pastoral:**
  - Be present for, participate in, and encourage/invite students to engage in: Sunday and Holy Day Masses; Holy Hour; Penance Services; Retreat Experiences; Tuesday Night Dinner; various catechetical, social and other programs as assigned.
  - Develop relationships with Catholic students by being visible on campus and connecting individually with students
  - Work with campus ministers in facilitating small faith sharing groups on campus
  - Show particular concern to first-year undergraduates

- **Administration:**
  - Assist with selection, training and supervision of Student Directors and coordinate/lead their weekly meetings.
  - Actively participate in regular DCC Staff, Duke Religious Life Staff, and Diocese of Raleigh Campus Ministry meetings
  - Represent the Duke Catholic Center to Duke University, the Diocese of Raleigh, and the general public
  - Oversee residential life at the Falcone-Arena House (Newman Center)

- **Professional Development:**
  - Participate in at least one continuing education program each year for professional development
  - Commit appropriate time to continue developing spiritually as a Minister of the Gospel

- **Other responsibilities as assigned**

Qualifications:

- **Education:**
  - Minimum Bachelors Degree

- **Other:**
  - Practicing Roman Catholic
  - Experience in College Campus Ministry (even as a student) is preferred

Hours:

- The Peer Ministry Coordinator has flexible hours as a 40-hour per week position, even during weeks when students are not in session.
- Given Sunday is a full work day, one day a week is taken off.
- Diocesan Vacation policies apply

Compensation:

- $25,000 stipend
- Housing (utilities included)
- Full diocesan benefits (including health)