



POSITION TITLE: VEYAHLI Manager – A full-time, exempt position
REPORTS TO: MACC President

Objective

The V Encuentro Young Adult Hispanic Leadership Initiative (VEYAHLI) engages Catholic Hispanic/Latino young adults in the United States to grow as **missionary disciples** and prepare for ministry in the Church and leadership in society. VEYAHLI is a multifaceted endeavor designed to meet the demands of leadership in the Church of the Twenty-First Century while building on the Catholic faith and cultural identity of the VEYAHLI scholars¹ by **promoting a prophetic, transformational leadership** in three ways:

- a) Drawing from the **best practices in pastoral leadership formation** of the collaborating institutes and organizations to produce and implement a **nationally accessible certificate program** for ecclesial leadership at the foundational level
- b) Creating a **national accompaniment network** for emerging Hispanic/Latino leaders in Catholic pastoral ministry
- c) Developing an **online resource center** to connect young Hispanic/Latino leaders to pastoral ministry resources and formation opportunities that will support them in ministry

To that end, the VEYAHLI Manager will:

Specific Responsibilities

- Report to and operate under the umbrella of MACC
- Collaborate with VEYAHLI Partner Organizations to prepare courses and integrate content into the Learning Management System (LMS)
- Maintain regular communication with members of the VEYAHLI Alliance
- Promote the VEYAHLI Program to dioceses throughout the country, including:
 - Develop promotional content and integrate it into the VEYAHLI Resource Center website, including a catalog of offerings and costs
 - Maintain the VEYAHLI Contact Management System
 - Send out regular newsletters/bulletins to the CMS contact list
 - Be present and promote VEYAHLI at relevant gatherings of national organizations
 - Sustain regular communication and support with host dioceses

¹ Hispanic/Latino young adults who enroll in the VEYAHLI Program are also referred to as VEYAHLI scholars.

- Maintain regular communication with the institutions and organizations that form the alliance that created VEYAHLI
- Prepare and oversee a calendar of courses throughout the country, coordinating with Partner Organizations and Local Coordinators to ensure that professors are assigned and livestreamed sessions are scheduled, with administrative support from MACC
- Coordinate with the LMS Manager to offer technical training and support to Local Coordinators with regard to conducting each class; to instructors with regard to using the LMS tools for teaching; and to Partner Organizations with regard to submitting content
- Coordinate with the MACC on billing host dioceses and organizations, making service fee payments to the LMS Manager, stipend payments to Partner Organizations or professors, and reimbursement of other expenses related to course delivery
- Coordinate with VEYAHLI National Accompaniment Network collaborators to offer training and support to Local Coordinators on recruiting, forming, and commissioning seasoned leaders to accompany the Hispanic/Latino young adults enrolled in the VEYAHLI Program
- Provide oversight of the VEYAHLI Resource Center, establishing and maintaining relationships with the Members, coordinating services/communications, and receiving content for website
- Submit grant proposals and/or conduct fundraising/development activities to sustain the work of VEYAHLI and keep program fees at an accessible level for dioceses and students
- Develop relationships with Catholic colleges and universities to provide an academic credit option to students enrolled in the VEYAHLI Program (including delivery of homework assignments and communications between students and professors) and facilitating payment of additional fees to the college/university
- Coordinate and oversee the work of subcontractors, especially with regard to the LMS Managing Organization and the maintenance and operations of the VEYAHLI Resource Center
- Conduct an annual evaluation of the VEYAHLI Project and report to the members of the VEYAHLI Alliance
- Other duties as assigned and needed

Qualifications

- Possess excellent verbal and written communication skills in English and Spanish
- Knowledge of general principles of adult leadership formation, including principles of andragogy, collaborative learning, and hybrid digital/live modes of content delivery
- Appreciation of the standards for lay ecclesial ministry certification
- Working knowledge of the Catholic Church's structures, functions, and institutions
- Excellent relationship-building skills

- Ability to work collaboratively to develop or improve curricular content
- Ability to work independently and manage multiple projects simultaneously
- Ability to meet critical deadlines and schedule and produce work in a timely manner
- Possesses critical, creative, and innovative thinking skills
- Demonstrated strength in planning and organizing
- Working knowledge of a variety of digital platforms and systems, including Microsoft Office, Zoom, WordPress, learning management systems, email and electronic newsletter systems, and digital content creation tools
- Willingness to occasionally travel for national meetings of key collaborating organizations

Education and Experience

- Master's degree in Theology, Pastoral Ministry, Religious Education, or related field
- Minimum of five years' successful leadership experience working for the Catholic Church or a Catholic institution, preferably at a director level
- Experience writing curriculum, crafting pastoral resources, supporting ministerial efforts, and tracking outcome data
- Outstanding public speaking skills with an emphasis on teaching

For more information or to apply for this position, please visit: <https://recruiting.paylocity.com/recruiting/jobs/Apply/826571/Archdiocese-of-San-Antonio/Young-Adult-Hispanic-Leadership-Initiative-Manager>