



**POSITION TITLE:** Project Coordinator

**REPORTS TO:** Director of Programs

**FLSA STATUS:** Full-time, Nonexempt

**LOCATION:** Virtual / Remote, USA

The National Federation for Catholic Youth Ministry, Inc. (NFCYM) is a non-profit membership corporation founded in 1981. NFCYM's mission is to support and strengthen those who accompany young people as they encounter and follow Jesus Christ. Information about NFCYM's members, programs, events, and resources can be found at [www.nfcym.org](http://www.nfcym.org).

**SUMMARY:** The Project Coordinator is a full-time, nonexempt employee reporting to the Director of Programs. The Project Coordinator supports the implementation of NFCYM projects and initiatives through project coordination, communication management, resource development, implementation tracking, and cross-functional collaboration. This role coordinates project activities, timelines, deliverables, and workflows to ensure initiatives are implemented effectively and aligned with approved goals, funding requirements, and organizational priorities. Working collaboratively with staff, contractors, members, and project teams, the Project Coordinator helps advance NFCYM's mission, vision, and values through effective project support, resource development, and stakeholder engagement.

## **RESPONSIBILITIES**

### **General**

- Perform as a lay ecclesial minister of NFCYM in support of the spiritual and pastoral mission of NFCYM
- Act in accordance with Catholic morals and principles in one's professional and public life
- Perform additional duties and responsibilities as assigned in support of organizational priorities
- Manage project activities, timelines, communications, resource development, and implementation efforts while following established organizational priorities, policies, procedures, and supervisory direction

### **Project Coordination & Portfolio Management**

- Coordinate an assigned portfolio of NFCYM initiatives, supporting project planning, prioritization, implementation, and evaluation of project outcomes
- Manage project workflows within the assigned portfolio, ensuring alignment with organizational priorities, timelines, funding requirements, and project needs
- Coordinate member-facing project functions, including communications and support systems, ensuring a high standard of service and responsiveness
- Review and provide feedback on materials developed by staff and collaborators to ensure clarity, consistency, and alignment with NFCYM's mission and values
- Coordinate and support the work of project contributors, including staff, contractors, and collaborators, to advance project goals

## **Content, Resources, & Presentation Development**

- Manage the planning, development, and implementation of organizational resources aligned with NFCYM's strategic priorities and project goals
- Manage the development and production timelines of organizational resources and materials for diverse audiences
- Develop and refine written materials that communicate NFCYM's mission, programs, initiatives, and impact
- Translate organizational strategies and programmatic work into clear, audience-specific resources consistent with approved messaging, organizational standards, and project objectives
- Coordinate the development of presentations, visual materials, blended learning content, and digital training resources for meetings, trainings, convenings, and external engagements
- Support the development and maintenance of web and digital content related to projects and initiatives
- Assist leadership and staff with presentation materials, messaging frameworks, talking points, and resource development as needed
- Support quality review processes to ensure materials are evidence-informed, aligned with evaluation data, and reflect organizational standards, messaging priorities, and best practices
- Coordinate updates, revisions, and distribution of project-related resources and materials

## **Collaboration & Strategic Support**

- Collaborate across program, events, and communications teams to support alignment of messaging, resources, and project outputs
- Support organizational consistency in style, voice, branding, and resource development practices
- Manage shared resources and documentation to support cross-departmental initiatives and organizational effectiveness
- Develop and coordinate materials for national partners, bishops, diocesan leaders, and other stakeholders

## **PHYSICAL & WORK REQUIREMENTS**

- Ability to work in a standard office and virtual work environment, including extended computer use and frequent communication through digital platforms
- Ability to occasionally lift and transport materials related to meetings, events, or travel
- Ability to sit, stand, walk, reach, bend, carry materials, and perform routine office and event-related tasks as needed

## **QUALIFICATIONS, SKILLS, & KNOWLEDGE**

- Working knowledge of and commitment to the mission of NFCYM and the Catholic Church
- Exceptional writing, editing, and communication skills, with the ability to adapt tone and messaging for diverse audiences
- Strong organizational skills with the ability to manage multiple projects, priorities, and deadlines simultaneously
- Proficiency with standard office, presentation, and design software, including Google Workspace, Microsoft Office, Canva, or similar tools



- Ability to work collaboratively across teams and communicate effectively with a variety of stakeholders
- Willingness and ability to travel within the United States and represent NFCYM in meetings, events, and collaborative settings as needed

#### **EDUCATION & EXPERIENCE**

- Bachelor's degree required; background in communications, theology, ministry, education, nonprofit management, or a related field preferred
- 2–4 years of experience in writing, content development, communications, resource creation, or related work
- Experience creating presentations and written resources for professional, educational, or ministry settings
- Experience working with digital curriculum design software, such as Articulate 360, and learning management system (LMS) platforms preferred
- Familiarity with Catholic Church structures, Catholic youth ministry, or national Catholic organizations strongly preferred

#### **COMPENSATION & BENEFITS**

The anticipated salary range for this position is \$52,000 - \$79,000 annually. Compensation is based on experience, qualifications, internal equity, and organizational compensation practices.

NFCYM offers a comprehensive benefits package, including employer-paid health, dental, and vision coverage for eligible employees and dependents, a retirement savings plan, paid time off and holidays, professional development opportunities, and a flexible virtual work environment. NFCYM also offers the opportunity to work within a collaborative, mission-driven culture that empowers young people to live as missionary disciples.

NFCYM reserves the right to modify, interpret, or apply this job description as needed to meet organizational needs. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

NATIONAL FEDERATION FOR  
CATHOLIC YOUTH MINISTRY

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