



Dominican Young Adults USA National Coordinator Positions

Coordinator of Collaboration

Time Commitment: 1-2 days/month + monthly meetings.

Skills: Good written and oral communication skills, time management, good organizing and planning skills, resourceful

Job Responsibilities:

- Report to the Director of DYUSA, Sr. Gina Fleming, OP
- Facilitate monthly (additional possible) board meetings with other DY board members
- To keep the mission of DY foremost in all planning and committee work
- Create agendas for meetings and distribute before meeting
- Be able to promote and advocate for DYUSA in particular DY, USA and other programs or groups directly involved with DY, including, but not limited to:
 - IDYM (International Dominican Youth Movement)
 - PIA (Preaching in Action College Conference)
 - Congregations of sisters
 - Four provinces of friars (Eastern, Central, Western, and Southern)
 - Congregations of Nuns
 - Provinces of Dominican Laity
 - Local chapters
 - Domlife
 - DVUSA (Dominican Volunteers, USA)
- Responsible for up to 4 chapters of DY including but not limited to
 - Disseminate information about national projects or news updates.
 - Work with DY Director to track membership of local chapters and individual members
 - Be in contact with chapters regarding formation materials (prayers, activities)
 - Be a resource for chapters that are new or forming to help with ideas and start-up
 - Be a resource for chapters that are struggling or “in crises”
 - Receive updates monthly from each active chapter
- Work with the Director to keep a cohesive board and build a relationship between the National Board Members that is one of respect and accountability.

Coordinator for Mission

Time Commitment: 1-2 days/month + monthly meetings.

Skills: Good written and oral communication skills, time management, project management skills, passion for social justice issues

Job Responsibilities:

- Report to the Director of DYAUSA, Sr. Gina Fleming, OP
- Be the point person for the social justice initiative for the year
- Be able to promote and advocate for DYMUSA in particular DYA, USA and other programs or groups directly involved with DYA, including, but not limited to:
 - IDYM (International Dominican Youth Movement)
 - PIA (Preaching in Action College Conference) •
 - Congregations of sisters
 - Four provinces of friars (Eastern, Central, Western, and Southern)
 - Congregations of Nuns
 - Provinces of Dominican Laity
 - Local chapters
 - Domlife
 - DVUSA (Dominican Volunteers, USA)
- Responsible for up to 4 chapters of DYA including but not limited to
 - Disseminate information about national projects or news updates.
 - Work with DYA Director to track membership of local chapters and individual members
 - Be in contact with chapters regarding formation materials (prayers, activities)
 - Be a resource for chapters that are new or forming to help with ideas and start-up
 - Be a resource for chapters that are struggling or “in crises”
 - Receive updates monthly from each active chapter

Coordinator for Stewardship

Time Commitment: 1-2 days/month + monthly meetings.

Skills: Good written and oral communication skills, time management, project management skills, financial skills are a plus

Job Responsibilities:

- Report to the Director of DYAUSA, Sr. Gina Fleming, OP
- Collect monies raised via fundraisers
- Send letters of thank you to donors or major funders
- Advise chapters as to when their dues are due
- Record and keep track of all dues collected by each chapter.
- Be able to promote and advocate for DYMUSA in particular DYA, USA and other programs or groups directly involved with DYA, including, but not limited to:
 - IDYM (International Dominican Youth Movement)
 - PIA (Preaching in Action College Conference) •

- Congregations of sisters
 - Four provinces of friars (Eastern, Central, Western, and Southern)
 - Congregations of Nuns
 - Provinces of Dominican Laity
 - Local chapters
 - Domlife
 - DVUSA (Dominican Volunteers, USA)
- Responsible for up to 4 chapters of DYA including but not limited to
 - Disseminate information about national projects or news updates.
 - Work with DYA Director to track membership of local chapters and individual members
 - Be in contact with chapters regarding formation materials (prayers, activities)
 - Be a resource for chapters that are new or forming to help with ideas and start-up
 - Be a resource for chapters that are struggling or “in crises”
 - Receive updates monthly from each active chapter

Coordinator for the Charism

Time Commitment: 2-3 days/month (Management of Social Media) + monthly meetings.

Skills: Good written and oral communication skills, time management, project management skills, Knowledge of social media platforms, creative thinker, Wordpress knowledge is a plus.

Job Responsibilities:

- Report to the Director of DYAUSA, Sr. Gina Fleming, OP
- Maintain and update all media related to DYA, USA including, but not limited to the informational website, Facebook, and Youtube channel.
- Collaborate with the national board to write press releases for publications such as DomLife
- Be able to promote and advocate for DYMUSA in particular DYA, USA and other programs or groups directly involved with DYA, including, but not limited to:
 - IDYM (International Dominican Youth Movement)
 - PIA (Preaching in Action College Conference) •
 - Congregations of sisters
 - Four provinces of friars (Eastern, Central, Western, and Southern)
 - Congregations of Nuns
 - Provinces of Dominican Laity
 - Local chapters
 - Domlife
 - DVUSA (Dominican Volunteers, USA)
- Responsible for up to 4 chapters of DYA including but not limited to
 - Disseminate information about national projects or news updates.
 - Work with DYA Director to track membership of local chapters and individual members
 - Be in contact with chapters regarding formation materials (prayers, activities)
 - Be a resource for chapters that are new or forming to help with ideas and start-up
 - Be a resource for chapters that are struggling or “in crises”
 - Receive updates monthly from each active chapter

Past Coordinators

Past Coordinators will act as a resource for the new team(s)