

ACYOA Executive Secretary

Responsibilities

- (1) Responsible for the administration, development, and implementation of programs of the National ACYOA organization, for youth, ages 18 and over. Assist the ACYOA Central Council in executing the decisions of the annual General Assembly. Programs take place on Diocesan and parish levels.
- (2) Organize and perpetuate ACYOA chapters on parish level. This includes visitations and provision of assistance and resources to clergy, parish councils, and ACYOA executive committees.
- (3) Serve as a spokesman, administrator, and coordinator for youth programs, working with Diocesan directors and staff, and parish leaders.

Plan for 1988 - 1989

- (1) Develop and implement the following programs:
  - General Assembly
  - Sports Weekend
  - Christian Leadership Weekend Program - two locations
  - Weekend Retreat Programs - two locations
  - Cultural Weekend Program at Diocese
  - Martrys Day Program at Diocese
  - Archbishop's Tournament in conjunction with Diocesan Assembly
  - Armenian Studies Program
  - Anniversary Ball
- (2) Coordinate publication of ACYOA newsletter, the Youth Forum.
- (3) Develop newly created regional committee in New England and plan to organize committees in other regions.
- (4) Develop a system to revise and consistently update the national mailing list.
- (5) Work with Central Council to implement a membership drive, planned to begin in September.
- (6) Assist Central Council in fund raising programs.
- (7) Develop plan to involve college students at their campuses.
- (8) Work with other Diocesan committees and organizations that are involved in youth programs, such as: ACYOA Jrs., Blue Ribbon Committee, And St. Nersess.
- (9) Work with parishes visited in 1987 and early 1988 to organize new chapters, such as: Miami, Dallas, Houston, and Trumbull.
- (10) Develop ACYOA Sr. mailing lists in mission parishes.

## Assistant in ACYOA Department

### Responsibilities

- (1) The efforts of this person would be geared toward ages 18-22.
- (2) Develop and update mailing list of college students at their campus addresses, adding incoming students and deleting graduates.
- (3) Work with ACYOA chapters to sponsor programs which will attract college students to the chapter.
- (4) Work with parishes to develop programs to attract college students to the church community. This can include: summer internships in parishes, teaching positions, etc.
- (5) Create and develop programs to attract college students to be offered on campus or in the parish.
- (6) Visitations will be primarily to college campuses to organize students, implement programs, etc.
- (7) Develop and publish a college outreach newsletter geared toward college students to be sent to campus addresses.
- (8) Coordinate ACYOA or Diocesan programs which are meant to attract college students. This would include existing programs such as the Armenian Studies Program and the Diocesan Summer Internship Program, and programs to be developed in the future.
- (9) Serve as liaison to the Kinsman Program.
- (10) Assist the Executive Secretary in the implementation of ACYOA national programs.

File

# POSITION AVAILABLE

## **Diocese of the Armenian Church of America ACYOA**

### **ACYOA EXECUTIVE SECRETARY**

Develop and implement the programs of the National Senior ACYOA, for young adults, ages 18 and over. Assist the ACYOA Central Council in executing the decisions of the ACYOA General Assembly. Serve as a spokesman, administrator and coordinator for young adult programs, working with Diocesan directors, staff, parish leaders and other Armenian organizations. Must be willing to travel. College degree required. Good written and oral communications skills required. Knowledge of Armenian Church, language and ACYOA programming preferred.

Salary commensurate with experience. Please send  
resumés to Personnel Dept.:

Diocese of the Armenian Church of America  
630 Second Avenue  
New York, N.Y. 10016

For further information, call (212) 686-0710

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POSITION AVAILABLE IN NEW YORK CITY

ACYOA

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA

-ACYOA Executive Secretary - Working with the ACYOA Central Council implementing national programs for the Diocesan young adults, ages 18 and up.

-ACYOA Juniors Director - National Director of youth programs for teenagers, ages 13 through 17.

College Graduate; knowledge of Armenian, preferred.

Send Resume to: Antranig Barsamian  
630 Second Avenue  
New York, NY 10016

tel. (212)686-0710

fax. (212)779-3558



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate

March 31, 1987

ARMENIAN CHURCH YOUTH ORGANIZATION OF AMERICA

Position Available: Executive Secretary

Job Description: Administrative and program coordinator for national youth organization. Headquarters in New York City with chapters throughout the Eastern Diocese of America. Responsibilities include administrative coordination, program development and implementation, and public relations. Knowledge of Armenian language desirable.

Position available immediately. Salary commensurate with experience. Send resume to:

Search Committee  
Diocese of the Armenian Church of America  
630 Second Avenue  
New York, N.Y. 10016-4885