
DIOCESE OF COLUMBUS

Employment Opportunity

Date: February 28, 2018

Office: Religious Education & Catechesis

Position: Associate Director

Deadline: March 16, 2018


Status: Fulltime-40 hours per week

Practicing Catholic Required: Yes

Position Summary: The Catholic Diocese of Columbus has a fulltime opening for an Associate Director in the Religious Education and Catechesis Office, located in downtown Columbus. Under the supervision of the Director, and in accordance with established policies and procedures of the Diocese of Columbus, this position will direct, coordinate, and monitor functions related to religious education and catechetical programs. Additionally, the qualified individual will provide consultative services and recognize the value of financial data in planning and operational control.

Qualifications for the Position:

1. **Leadership:** Develop programming for leaders in schools and parishes; teaching/mentoring of parish/school leaders; develop and review resources including in-services for parish/school staffs; author communications for the website.
2. **Curriculum:** Continue the development of the Religion Course of Study (RCOS) and high school Framework to be used as a teaching tool for administrators, teachers and catechists
3. **Special Populations:** Promote and attend events for special populations in diocese and in state; teach and coach school administrators and parish catechetical leaders regarding the information needed to catechize and respond appropriately to the diverse needs of students, parents and all parishioners.
4. **Theological Direction for Resources:** Assess needs of parishes and schools' populations, preview videos/DVDs/digital resources/programs to meet the needs; disseminate information to pastors, parish and school staff members; promote USCCB guidelines and expectations for catechetical instruction; stay abreast, study, and teach using the church documents that impact catechesis.
5. **Adult Faith Formation:** Teach, model and highlight adult faith formation methods; review resources as requested and as they are developed; share information in a timely way with appropriate audiences.
6. **Certification:** Teach certification courses and mentor master catechists; update course outlines; provide in-services and support as needed for master catechists; review and evaluate courses and programs to fulfill the certification process, and develop independent studies for teachers and catechists as needed; review certification records and course work for correlation with the certification course objectives; build awareness and competencies of the National Standards.
7. **Assessment:** Screen the abilities and experience of potential high school religion teachers for input to the school administrators; develop/apply evaluative tools for both existing and new parish programs; provide internal review services for the Ohio Catholic School Accreditation Association (OCSAA) in the diocesan school accreditation process.



Job Related Skills: The ideal applicant must be a practicing Catholic and exhibit an attitude and behavior for cultivating lifelong learning and development in faith. Ability to communicate effectively both in written format and oral presentation; ability to maintain organization, multi-task and establish priorities; exhibit initiative, responsibility and flexibility; ability to research issues using expert materials available on the internet; exhibit excellent analytical skills and concern for details; and be proficient in MS Office software (Word, Excel) and Google Apps.

Education: A Master's Degree in Religious Education, Theology or related field is required.

Experience: Two years related experience and school teaching experience is required.

Environment: This position requires attendance at various diocesan locations to complete the essential job responsibilities as outlined above. Occasional evening and weekend work is required. Ability to maintain all information as highly confidential.

Compensation & Benefits: Compensation is commensurate with candidate's education and experience. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Benefits are according to Diocesan policy.

Send cover letter, resume, and references by Friday, March 16, 2018 to Dominic Prunte, HR Director at dprunte@columbuscatholic.org.