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# DIOCESE OF COLUMBUS

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## Employment Opportunity

**Date:** April 12, 2018

**Office:** Catholic Ethnic Ministries

**Position:** Director

**Reports To:** Episcopal Moderator for Spiritual Life/Parish Ministry

**Deadline:** May 25, 2018

**Status:** Fulltime-40 hours per week

**Practicing Catholic Required:** Yes

**Position Summary:** The Catholic Diocese of Columbus has a fulltime opening for a Director for the Catholic Ethnic Ministries Office, located in downtown Columbus. The Director of Catholic Ethnic Ministries is responsible for the development and provision of the Office of Catholic Ethnic Ministries. Under the Director's leadership, the Office of Catholic Ethnic Ministries fulfills a mission of building God's Kingdom by providing education and guidance to the various ministries that serve ethnic/national Catholic communities present in the Diocese of Columbus, supporting the growth and strengthening of these ministries at the parish, school, and Diocesan office and agency levels.

### **Responsibilities of the Position:**

1. Establish basic policies and procedures in accordance with diocesan guidelines for the oversight of the day-to-day operations of the office. Prepare and administer office budget. Supervise and provide ongoing formation for the office's staff. Assist in oversight of administrative support assistants helping the office, as needed.
2. Lead the efforts of the office to fulfill its fundamental mission and set the vision for achieving this.
3. Provide direction and oversight for all ministerial activities associated with and populations served by the Office of Catholic Ethnic Ministries, including the African-American, African, Latino, and Asian/Asian-American communities.
4. Provide support for clergy assigned to care for specific ethnic/national communities and those communities' lay leadership. Additionally, provide support of clergy and religious vocations and ministry formation specific to these communities, as warranted.
5. Lead the efforts of the office to review and monitor the conditions and situations of Catholic ethnic ministries and populations across the Diocese in order to help identify needed actions at the local and diocesan levels and working collaboratively with other Diocesan offices to help assure this.
6. Working with and guiding consultative bodies appointed by the Diocese to represent the broad ethnic/national groups referenced above.
7. Accomplish this work through the effective application of the principal of subsidiarity.
8. Make available resources for ministerial and spiritual growth that are accessible and relevant to people of all ethnic/national communities present in the Diocese.

9. Ensure there is an effective communication plan for Catholic Ethnic Ministries in collaboration with the Communications Office, including use of the Diocesan website, Catholic Times articles, and other media as appropriate.
10. Represent the Diocese at local and national conferences, on various committees, and at public events as directed.
11. Solicit grants for projects in ethnic ministries and work in collaboration with the Office of Development and Planning to support stewardship education and formation among Catholic ethnic/national communities.

**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. In addition, this position requires the ability to work with others in a diverse and collaborative team environment.

**Education:** A Bachelor's degree in ethnic ministry or a related field is required; a master's degree in the same is preferred. The ability to be bilingual in Spanish and English would be beneficial to this position.

**Experience:** Five years of experience in ethnic ministry settings 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" program. Benefits are according to Diocesan policy.

Send cover letter, resume, and references by Friday, May 25, 2018 to Dominic Prunte, HR Director at [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org).