
DIOCESE OF COLUMBUS

Consultant Opportunity

Date: October 30, 2018

Office: Catholic Ethnic Ministries

Position: Consultant

Reports to: Director of the Catholic Ethnic Ministries Office

Deadline: not applicable

Status: 15 - 20 hours per month

Practicing Catholic Required: Yes


Role Summary: The Catholic Diocese of Columbus is looking for Consultants with various ethnic background to provide feedback and support to the Director in the development and provision of the Office of Catholic Ethnic Ministries on an as needed basis. 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 Consultant:

1. Serve as a liaison between the Catholic Ethnic Ministries Office and the specific ethnic/national group to which he or she is assigned to work with. Represent that group to the office and vice versa.
2. Complete projects for the Catholic Ethnic Ministries Office as requested and supervised by the Director or, in the absence of the Director, the Associate Director. Assist the Director and Associate Director with meetings for his or her assigned group's consultative boards.
3. Support the basic policies and procedures in accordance with diocesan guidelines of the day-to-day operations of the office.
4. Support the efforts of the office to fulfill its fundamental mission and set the vision for achieving this.
5. Accomplish this work through the effective application of the principal of subsidiarity.

Qualifications and Skills: An individual must be available and able to assist the Director as requested in fulfilling the Mission of the Catholic Ethnic Ministries Office to serve successfully in the role of Consultant. The criteria listed below are representative of the knowledge, skill, and experience needed by the Director.

1. Experience with ethnic ministry setting to which the consultant is assigned to his or her group's consultative boards is required.

- 
2. Ability to communicate sensitive information effectively in written format, oral presentation and to various diverse ethnic populations cultures throughout the Diocese.
 3. The ability to maintain information highly confidential.
 4. Ability to define problems, collect data, establish facts, and draw valid conclusions.
 5. The ability to work with others in a diverse and collaborative team environment.
 6. Occasional evening and weekend work is required.

Successful compliance of the mandatory background screening and VIRTUS “Protecting God’s Children” program prior to beginning the role of Consultant.

Send cover letter, resume, and references by Friday, November 2, 2018 to Dominic Prunte, HR Director at dprunte@columbuscatholic.org.