



Catholic Diocese of Columbus

Employment Opportunity

Date: November 24, 2021

Office: Evangelization

Position: University Evangelization Associate Director

Deadline: Until filled

Status: 40 hours per week

Practicing Catholic: Required

Under the supervision of the Director for the Office of Evangelization, the University Evangelization Associate Director coordinates the implementation of the Diocesan University Evangelization Plan. The role of implementing this plan centers on working with and facilitating relationships between Catholic student leadership groups; campus ministry programs; pastors/parishes; and FOCUS and SPO to ensure pastoral and missionary care to all 25 higher educational centers in the Diocese of Columbus.

Essential Job Functions:

1. **Advisory Board:** The Director of Evangelization will work with the UEAD to create an advisory board for university evangelization to help support the vision for university evangelization set out in the evangelization plan and to promote the development and sustainability of the Diocese's university outreach. Regular meetings and communication with the board will be integral to the UEAD role.
2. **Supporting and Increasing the Missionary Presence at Ohio State University:** The University Evangelization Associate Director works with the OSU Newman Center in building the presence of FOCUS and SPO on campus. Working with parishes and other organizations, this position will serve the missionary and pastoral needs for OSU as outlined in the diocesan university evangelization plan.
3. **Developing and launching a model for Catholic Student Housing:** This role will spearhead the diocesan creation and launch of a model for Catholic student housing, as proposed in the evangelization plan. This task will entail working with the Board of Advisors and other stakeholders. Included in the implementation is the creation of the staff/model for governance and sustainability.
4. **Enhancing Missionary Outreach to Universities:** This role will work with SPO, FOCUS, and local parishes to provide missionary outreach and formation for student leaders for all the higher educational facilities as outlined in the diocesan university evangelization plan. This will include working with FOCUS to expand to other universities and to work with FOCUS and SPO to serve the needs in the Columbus metro area. This position will also work with pastors and parish staff to create position for those universities outside of the immediate Columbus metro area. In this role, the UEAD will have a managerial role in working with contracted missionaries from FOCUS and SPO and additional staff for regional campus missionaries. Additionally, this role is responsible for the development and tracking of metrics to gauge the effectiveness of the evangelization plan.
5. **Supporting Catholic Student Leadership:** This role will promote and facilitate the diocesan support for Catholic student leaders at all our higher educational centers. This includes organizing, with the aid of FOCUS and SPO, opportunities for student leaders to go to training and conferences.

6. Supporting Apostolates and Parishes in Outreach to Young Adults: This role is the diocesan point person for mediating relationships to support parishes in best practices and models for young adult ministry.

7. Media Evangelization Advice: The University Evangelization Assistant Director assists the Media Evangelization Team of the Evangelization Office in content suggestions and promoting Tilma for campus ministry.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: Bachelor's Degree in Theology or related field is required.

Experience: 2- 3 years of experience with university evangelization is required.

Job Related Skills: Identifies as a Missionary Disciple. Experience in ecclesial/ministerial visioning and planning including familiarity with Church structures and systems. Ability to communicate effectively both in written format and oral presentation; ability to maintain organization, multi-task and establish priorities; exhibits initiative, responsibility, and flexibility; ability to research issues using expert materials available on the Internet; requires excellent analytical skills and concern for details and must be proficient in MS Office software – Word, Excel.

Interpersonal Skills: The ability to work with others in a collaborative team environment; excellent human relation skills when dealing with staff, parishes, and schools.

Language Skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos. Ability to read, analyze and interpret common religious material, financial reports, legal documents, or government regulations; ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business and general community at large.

Reasoning Skills: Ability to communicate sensitive information; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret a variety of technical instructions in mathematical or diagram form.

Work Environment: The ability to maintain all information highly confidential. The noise level in the work environment is usually moderate, typical of an office with computers and printers. This is a forty-hour per week exempt position. Office hours for this position vary and do require some late afternoon, evening, or weekend work. The diocese is a smoke free facility.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" program prior to beginning work.

Compensation is commensurate with experience and ability. We offer paid time off and a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

Send cover letter, resume and references to Dominic W. Prunte, Director of Human Resources at dprunte@columbuscatholic.org