



Catholic Diocese of Columbus

Employment Opportunity

Date: July 23, 2021

Office: Social Concerns

Position: Associate Director

Deadline: Until filled

Status: Fulltime

Practicing Catholic: Preferred

Summary of the Position: The Catholic Diocese of Columbus, located at 197 East Gay Street, Columbus, is looking for a qualified individual to join its staff.

Under the direct supervision of the Director and in accordance with established policies and procedures of the Columbus Diocese, This position is directly responsible for coordinating the essential functions of the U.S. bishops' Respect Life Program, respond to parish needs in this area, and assist in the formation of parish leaders to faithfully respond to the threats to the most vulnerable. The position would serve as the Rural Life Director for the Diocese promoting rural sustainability as articulated by the Catholic Rural Life and Catholic Social Teaching. This position also would assist in the coordination of jail, prison, and reentry ministry as the diocese has the largest number of state adult prisons by at least three-fold compared to other dioceses in the state.

The position is expected to use personal judgment in carrying out the duties and responsibilities of the position.

Qualifications and Job Responsibilities for the position: The ideal candidate should understand the Catholic perspective, be self-motivated, take initiative, and the ability to plan and meet deadlines. Additional responsibilities include:

1. Further the Catholic faithful's understanding of and response to Catholic Social Teaching, in particular the principle of Life and Dignity of the Human Person by resourcing parishes.
2. Organize and resource Parish Respect Life Coordinators to implement the U.S. Catholic Bishops' Pastoral Plan for Pro-life Activities.
3. Develop and coordinate leadership training / formation of Parish Respect Life Coordinators and Parish Social Ministry Coordinators.
4. Garner and share best practices among parish leaders.
5. Coordinate the annual Respect Life Conference and periodic leadership trainings.
6. Coordinate the diocesan Respect Life Mass.
7. Coordinate the annual Senior Citizens Celebration.
8. Assist parishes in the implementation of the Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities.
9. Coordinate education and advocacy activities for Respect Life and other Office for Social Concern priorities.
10. Assist in the coordination of Prison Ministry efforts. Maintain database of prison ministers. Promote jail ministry efforts within local parishes. Assist in the training of jail, prison and re-entry ministers.

■ 197 East Gay Street

■ Columbus · Ohio 43215-3229

11. Research, identify, and analyze creation care and rural life issues within the context of the social doctrine of the Catholic Church to determine effective responses.
12. Chair the diocesan Creation Care Team representing diocesan offices and other ministry partners with the task of creating a community of care as articulated by the Vatican, U.S. Catholic Bishops, and Catholic Bishops of Ohio.
13. Promote activities and resources of the United States Conference of Catholic Bishops, Catholic Conference of Ohio, and their partnering organizations such as Catholic Climate Covenant and Catholic Rural Life.
14. Educate the parish communities about the Church's teaching on care for God's creation and rural life through presentations, forums, and the development of resource materials.
15. Coordinate Rural Life / Farm Masses in the diocese.
16. Educate parish communities about the plight of immigrant farmworkers and the Church's teaching on immigration. Promote USCCB's National Migration Week.

Education: Bachelor's degree is required with educational background in the social sciences (political science, social work, public administration or economics) and/or theology is preferred. A master's degree in the social sciences or theology is desired.

Experience: A minimum of three to five years of prior experience is required.

Job Related Skills: Communicate effectively both in written format and oral presentation; multi-task and establish priorities; exhibit initiative, responsibility and flexibility. An understanding of communications and the Catholic perspective; the ability to both serve and lead others; and knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint).

Interpersonal Skills: The ability to work with others in a diverse and collaborative team environment.

Language skills: Ability to read and comprehend social doctrine of the Catholic Church, write correspondence, and memos. Ability to effectively communicate to various age groups and diverse cultures throughout the Diocese.

Working Environment: The ability to maintain all information highly confidential.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's experience.

We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Full time benefits are according to Diocesan policy.

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