

DIOCESE OF SAN JOSE

Position Description

POSITION TITLE: Director, Office for Life, Justice and Peace

POSITION SUMMARY:

The Office for Life, Justice and Peace promotes the dignity of the human person through education, advocacy and prayer. The office offers opportunities for the faithful to grow in understanding of Catholic social teaching, to affirm a consistent ethic of life from conception to natural death and to advocate for the common good through public policy.

ESSENTIAL RESPONSIBILITIES INCLUDE THE FOLLOWING:

General Responsibilities

- The Director serves as the primary staff person to the Commission for Life, Justice and Peace.
- Promote Catholic Social Teaching in the work of the Department for Evangelization.
- Develop collaborative models and specialized outreach to engage parishes and schools in the work of the Office and Catholic Social Teachings.
- Develop, implement and review programs, policies, and procedures to fulfill the mission of the Office.
- Connect with the USCCB departments of Justice, Peace, Human Development and Pro-Life Activities to promote the U.S. Bishops' national legislative agenda.
- Collaborate with the California Catholic Conference in advocating for life, justice and peace issues.
- Collaborate with the California Catholic Ministry Conference in advocating speakers and workshops for life, justice and peace issues.
- Serve as the diocesan director for the Catholic Campaign for Human Development in overseeing national and local grants.
- Serve as the diocesan director for Catholic Relief Services.
- Develops and manages the office budget and its ministries.
- *(other duties may be assigned)*

Responsibilities for Life

- Serve as a liaison for groups fostering a consistent ethic of life from conception to natural death.
- Promote and advocate for a consistent ethic of life from conception to natural death.
- Support and provide resources to celebrate Respect Life Month.
- Coordinate diocesan participation in the annual Respect Life Mass and rally in San Francisco and rally

Responsibilities for Justice

- Administers and oversees the annual CCHD collection and grant awards and provides direction, supervision and coordination for the ongoing activities of the CCHD committee. Provides reports and makes recommendations to the national CCHD Office,
- Oversee coordination of CRS programs in the parishes.

Responsibilities for Peace

- Supports initiatives and advocacy for peace within families, communities and region.
- Supports and communicates initiatives taken on behalf of peace within our state, nation and world.
- Develops immersion and mission experiences that promote solidarity in which the faithful can participate.
- Supports restorative justice through the work of the Associate Director for Restorative Justice.
- Supports Care for Creation

OTHER OR SHARED RESPONSIBILITIES:

- Works in collaboration with other colleagues in the Department toward the implementation of the Diocesan Pastoral Plan and Evangelization Framework.

THIS POSITION SUPERVISES:

- Associate Director of Restorative Justice
- Global Solidarity/CRS Coordinator

- Chairs for various advisory committees: Catholic Network for Ending Human Trafficking, Catholic Mobilizing Network Ending the Death Penalty and Promoting Restorative Justice, and Care of Creation Committee.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and/or Experience: MA in Pastoral Ministries, Religious Studies or International Studies or a related field plus 7-10 years of related experience. Two or more years of overseas experience as a missionary or long-term volunteer or extensive travel in developing countries is preferable.

Language Skills: Spanish preferred. Proficient in all of the following area: Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from mission groups, parishes, donors and the general public. Ability to make coherent presentations.

Computational Skills: Ability to read, manage, prepare and oversee a departmental budget.

Reasoning Ability: Ability to prepare Excel spreadsheets to analyze and oversee parish and donor collections and remittances to mission groups and other organizations.

Technical Skills: Proficiency in Microsoft Office and basic knowledge of internet applications and social media platforms.

Certificates, Licenses, Registrations: Valid driver's license.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk and hear. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Physical Environment: While performing the duties of this job, the employee will work in an individual office. This office will be shared with a volunteer and/or intern. The departmental offices are situated next to one another. The noise level is usually quiet. The space is wheelchair accessible.

Working Conditions: The duties of this job may require the employee to work in another location or outside regular business hours. Although the employee may not need to be physically present in the office at all times, he or she must check in with the Administrative Assistant on a daily basis. The employee must be able to work collaboratively with other Associates, with members of the staff and clients. The employee must be able to handle multiple tasks.

Other Requirements: Employee must have demonstrated experience in constituency development, grassroots organizing and coordination of projects and programs. Knowledge of social justice issues and Catholic social teaching is a plus. The employee must be a practicing Catholic and have knowledge of Church structure and culture. Requires the ability to maintain confidentiality.

To Apply:

Please send completed job application, resume and cover letter to jobs@dsj.org.