

Part Time Respect Life coordinator

- 20 hours a week
- Reports to director of the Office of Human Life & Dignity
- Start date July 1

Job summary: directs the respect life functions within the Office of Human Life & Dignity and implements Archdiocesan programs of spiritual, educational and pastoral care and legislative policies and activities, guided by the U.S. bishops' Pastoral Plan for Pro-Life Activities and the priorities of the Archdiocese.

The ideal candidate is a faithful Catholic with a track record of pro-life work, a bilingual creative thinker with strong project management skills who works well with others, understands the key role marketing and image plays in effective pro-life work, and can implement pro-life initiatives.

Job Requirements:

1. Fluent in Spanish and English, written and spoken
2. Catholic in good standing, who understands and can articulate Catholic teaching particularly on topics pertaining to life and family
3. Bachelor degree or higher
4. Five or more years in pro-life work, paid and/or volunteer
5. Strong organization/project management skills
6. Able to work well with co-workers, other ministries, priests, and parish staff and volunteers.
7. Computer and web/software literate

Job responsibilities include:

1. Stay informed and advise on pro-life issues, including state and local public policy as well as national. Work with USCCB Secretariat for Pro-Life Activities and the California Catholic Conference.
2. Outreach to Latino community to foster greater visibility and participation by first-generation Spanish-speaking immigrants and second and third generation Latinos
3. Outreach to all ethnic communities, working with relevant language-and-culture based archdiocesan and parish ministries
4. Oversee and develop archdiocesan wide parish respect life coordinator network
5. Work with Catholic schools, religious education programs
6. Oversee crisis pregnancy support outreach efforts, particularly Gabriel Project
7. Involved in planning and coordinating prayer and worship on behalf of the Archbishop and the archdiocese
8. Work with director, archdiocesan communications department on marketing and publicity
9. Make presentations on pro-life issues
10. Other ministries as developed