

## **DIOCESE OF SAN JOSE**

### **POSITION TITLE: Director, Office of Social Ministries**

#### **POSITION SUMMARY:**

Resources parishes, schools, and organizations in the Diocese of San Jose for the social mission of the Church. Promotes the spirit of Christian global solidarity through mission and justice education and awareness programs in collaboration with colleagues in the Department. Serves as Diocesan Director and representative to the Witness Committee and other advisory committees and teams.

#### **DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Develops collaborative models and specialized outreach to engage parishes and schools in the work of the Office and the social justice teaching of the Church.
- Develops immersion and mission experiences that promote solidarity in which the faithful can participate.
- Develops, implements and reviews programs, policies, and procedures to fulfill the mission of the Office of Social Ministries.
- Promotes and represents Catholic Relief Services.
- Oversees all national collections and disaster relief collections that are the responsibility of the Office.
- Administers the Mission Cooperative appeal program and develops, implements, and maintains Policies, Guidelines, and Procedures for the Mission Cooperative Appeal Program.
- In collaboration with the Diocesan Development Office, oversees donor relations and the development work for social ministries and the Office.
- Provides staff support to the Human Concerns Commission.
- 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, the Pontifical Mission Societies, the Bishop.
- Guides, directs, and supervises support staff, interns and consultants in setting and prioritizing goals, objectives and activities.
- Develops and manages the office budget and its responsible ministries.

#### **OTHER OR SHARED RESPONSIBILITIES:**

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

#### **SUPERVISORY ROLE: (This position supervises):**

- Departmental Administrative Assistant
- CNet Coordinator
- Global Solidarity Coordinator
- Associate Director of Restorative Justice
- Chairs for various advisory committees

#### **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 or Vietnamese preferred, but not required.**

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.

**TECHNICAL SKILLS:**

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

**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.

**HOW TO APPLY:**

Please submit a resume and cover letter to Christina Dickson at: [jobs@dsj.org](mailto:jobs@dsj.org)