

**Diocese of Oakland
Associate Director
Faith Formation and Evangelization**

Title: Associate Director

Division: Chancellor

Department: Faith Formation and Evangelization

Reports To: Director, FFE

EEOC Classification: Professional/Exempt (E-6), Full Time

Basic Function

In conjunction with the Bishop, in furtherance of the mission of the Diocese of Oakland and in support of the Director for Faith Formation and Evangelization (FFE), the Associate Director will facilitate delivery of direct services and referrals to parishes and ethnic pastoral centers. This position is responsible for providing leadership, consultation, training, and support for program and formation opportunities for adults, catechists and lay leaders in the Diocese. When needed, the Associate Director will also assist the Director in the organizational and administrative responsibilities of the Department.

Duties and Responsibilities

- Implement the goals and objectives of the Department of Faith Formation and Evangelization, especially in regard to catechetical, theological, and lay formation.
- Assist the Director and other department staff in visioning, planning, attaining the realization of goals, and annual evaluation of programs of the department.
- Coordinate projects as assigned by the Bishop, BAC, and Director of FFE. Represents and resources the Bishop and his mission as needed.
- Participate in the planning, implementation and instruction of on-going formation opportunities for lay leaders.
- Participate in the planning, development, advertising, implementation, and instruction of the curricula for the Faith Formation programs of the Diocese. Displays competency through knowledge of resources and programs available.
- Participate in developing and maintaining programs for recruiting, training, evaluating, and recertifying Basic and Master Catechists according to the California Catholic Conference policies. Approve all requests for Basic and Master Catechist Certification of catechists.
- In conjunction with the Director and Coordinators of the Department, prepare and/or review catechetical curricula for the Diocese.
- Assumes responsibility for all departmental functions in the absence of the Director.

- Plan, collaborate, and liaise with Catholic educational institutions to assist in providing programming for leaders in the Diocese.
- Prepare and monitor budget related to programs of responsibility and help to review the yearly budget of the Department.
- Participate in advisory boards, committees, and task forces as requested or needed.
- In conjunction with other staff, collect, monitor, and supervise statistical information and permanent records related to programs mentioned above.
- Network, consult and resource various local, regional and national advisory boards, organizations, committees, and task forces ó where applicable.
- Display genuine interest and care for the people of the Diocese by honoring the cultural context and personality distinctions.
- Demonstrate the ability to work in a collaborative style in a team environment.
- Draft correspondence and other documents and papers.
- May be given various other assignments and projects consistent with the responsibility level and general duties of an Associate Director.

Education and Experience

- Master's Degree in related field (Theology / Education / Administration); knowledge of Church doctrine, especially the documents on Evangelization and Catechesis;
- A minimum of three-years to five years experience at Diocesan level. Working knowledge of Diocesan structures, parishes and operations.

Skills and Abilities

- Excellent communication, organizational, and administrative skills proficiency with Microsoft Office software.
- Bilingual: Spanish native speaker or strong knowledge of Spanish written, spoken, listening and reading.
- Ability to oversee staff.
- Ability to embrace and work in a multicultural environment.

Other Required:

Must be a practicing Roman Catholic with a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service; ability to provide own transportation; valid CDL and verification of auto insurance; availability to work evenings and weekends as needed.

Interested candidates may submit resume and letter of interest to:

Department of Human Resources
 2121 Harrison Street, Suite 100
 Oakland, Ca 94612
 Email: gespinoza@oakdiocese.org

Deadline to apply: October 31, 2018