

DIOCESE OF ERIE

Position Profile

Title:	Director, Office for Social Justice and Life	Incumbent: _____
Reports to:	Executive Director Catholic Charities	Incumbent Signature _____ Date _____
Approvals:	_____ _____ _____	<input type="checkbox"/> Salary/Exempt <input type="checkbox"/> Hourly/Non-Exempt <input type="checkbox"/> Ministerial <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Anniversary Date: _____ Revision Date: _____ Date Issued _____

OBJECTIVE:

In cooperation with the mission of Catholic Charities, the Office for Social Justice and Life promotes and participates in the principles of Catholic Social Teaching as it relates to individuals, parishes and the larger community, while providing opportunities for education, outreach and advocacy for the most vulnerable of society.

The Director is responsible for educating and accompanying the people of the Diocese of Erie to respond to the Gospel call to recognize the dignity in all human life, and to be in solidarity with, and in service to the poor, the neglected, the unborn, and those living in the margins.

DUTIES AND RESPONSIBILITIES:

1. Keeps informed on the Catholic perspective concerning local, national and international issues relative to human dignity and social justice.
2. Promotes Catholic Social Teaching in parishes, schools and organizations in support of human dignity and social justice for all persons.
3. Assists the diocese, parishes, schools and other Catholic entities to articulate a consistent message of dignity and respect for all human life – from conception to natural death.
4. Participates in local, regional or national conversations involving social justice, poverty, respect for life, immigration and migration, disaster relief, and other issues as necessary.
5. Serves as diocesan representative for relevant outreach initiatives, advocacy groups or professional board memberships or committees which promote human dignity and/or which addresses social concerns.
6. In collaboration with the diocesan Communications Office, informs and catechizes using current, relevant resources on issues surrounding human dignity and social justice using multi-media platforms including print, electronic and social media.

7. Develops, maintains and engages a diocesan advocacy network for issues raised by the USCCB and the Pennsylvania Catholic Conference (PCC).
8. Serves as diocesan resource liaison for parish social ministry volunteers.
9. Provides opportunities for spiritual and/or professional growth and development for persons or groups actively engaged in social justice or human services outreach ministries.
10. Provides basic social work intake and referral services to persons from the community who contact Catholic Charities for emergency needs.
11. Prepares and monitor the financial budget for the Office with prudent spending and good record-keeping.
12. Engages in opportunities for professional growth and development as required by this position.
13. To perform any other duties as assigned by the Executive Director of Catholic Charities.

QUALIFICATIONS:

Education:

Master's degree in Pastoral or Organizational Leadership, Social Work or the social sciences field, with evidence of knowledge and experience in Catholic Social Teaching. Bachelor-level credentials will be considered for candidates with a minimum of 3-5 years of demonstrated experience in the field of Catholic Social Teaching.

Other:

The Director of the Office for Social Justice and Life will be committed personally and professionally to the principles of Catholic Social Teaching as articulated by the Magisterium of the Catholic Church and its social justice agenda as outlined in papal encyclicals and pastoral documents.

COMPETENCIES:

- Ability to view the position as a ministry to the people of God
- Ability to demonstrate excellent oral and written communication skills.
- Knowledge of public policy-making and the legislative process.
- Ability to demonstrate strong analytical and critical-thinking skills.
- Knowledge of the Roman Catholic Church and its doctrines
- Knowledge of the mission of Catholic Charities in the diocese of Erie
- Ability to demonstrate multi-cultural awareness and sensitivity
- Ability to demonstrate proficiency with PC systems and Microsoft applications including Word, Excel, Power Point and other specialized software.
- Experience with computerized database management
- Knowledge and experience in using various communication platforms including print, electronic and social media for newsletters and other information alerts.
- Experience with public event planning and public speaking.
- Knowledge of budget management.

- Ability to travel locally within the 13-county diocese of Erie.
- Ability to travel outside the diocese of Erie when required.