



## ***DIOCESE OF JOLIET***

### ***JOB DESCRIPTION***

**JOB TITLE:** Missions Coordinator

**AGENCY:** Department of Catechesis and Evangelization

**REPORTS TO:** Director of Catechesis and Evangelization

#### **WORK SCHEDULE STATUS**

Full-time, Exempt – 37.5 hours per week physically present.

- Monday: 8:00 a.m. to 4:30 p.m.
- Tuesday: 8:00 a.m. to 4:30 p.m.
- Wednesday: 8:00 a.m. to 4:30 p.m.
- Thursday: 8:00 a.m. to 4:30 p.m.
- Friday: 8:00 a.m. to 1:00 p.m.
- May require weekend and evening hours, as approved by supervisor.

#### **JOB SUMMARY:**

The Missions Coordinator will provide oversight for the missionary endeavors of the Church of Joliet, seeking to awaken and form all members of this Church in their calling as missionaries for the proclamation and living out of the Gospel of Jesus Christ.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees strategic planning for missions, deciding in collaboration with an advisory board which local and/or global sites to serve and how, regularly evaluating the effectiveness of the plan based on measurable impacts and other factors.
- Manage foreign mission trips, ensuring all proper protocols are followed.
- Oversee formation and education for all missionaries.
- Supervises staff, consultants, and volunteers as needed.
- Serves as a consultant to the Director on matters relative to the office.
- Provides support and counsel to diocesan leadership, pastors, and staff.
- Prepares and supervises office budget, maintains office and financial records, including correspondence.
- Program Responsibilities include overseeing the Society for the Propagation of the Faith (Mission Cooperative Plan).
- Oversee other global special appeals promotion and logistics, as needed (i.e.-- World Mission Sunday, collections for the Church in Latin America)
- Perform other duties as assigned.

#### **EDUCATION AND EXPERIENCE**

- Master's degree in Theology, Pastoral Ministry, or related field preferred
- Knowledge of the social doctrine and mission doctrine of the Church as expressed in scripture and in papal, conciliar, and episcopal documents.
- Experience in long or short-term missions.
- A practicing Catholic with a passion for missions and a desire for solidarity with the poor.
- An understanding of spiritual development and formation.

- A willingness to serve as an advocate with the poor of the world to parishioners, pastors, other diocesan offices and to the public at large.
- Strong verbal, listening, and written communication skills.
- Knowledge of marketing and social media.
- Understanding of mission and social justice education.
- Ability to develop positive working relationships with individuals and groups from all social, cultural, and economic levels.
- Pastoral ability to gather and nurture the missionary community.
- Proficient in conversational Spanish a plus.
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet.

**WORKING CONDITIONS**

- This is a full-time exempt benefited position. This position may require travel throughout the seven (7) counties Diocese of Joliet that entails some evening and weekend activity. Flexibility of schedule and reliable transportation is required.

Name \_\_\_\_\_ Date:

Supervisor: \_\_\_\_\_ Date:

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This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.