

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE:	Assistant
JOB CLASSIFICATION:	Non-Exempt
DEPARTMENT/PROGRAM:	Life, Justice, and Peace; Mission Office
REPORTS TO:	Director, Life, Justice, and Peace; Director, Mission Office
SCHEDULE:	Monday through Friday, 8am-4:30p, occasional evenings and weekend
PAY RANGE:	\$23-25 Based on experience, education and qualifications.

Summary: Rooted in the gospels and social teachings of the Roman Catholic Church, the Life, Justice, and Peace Office exists to train, equip, and organize leaders as missionary disciples to follow Jesus in solidarity with the poor and vulnerable. It focuses on leading the Catholic community to affirm a consistent ethic of life and promote the common good through public policy advocacy, prayer, education and pastoral care. The Mission Office promotes mission outreach and awareness among all age groups in order to support the world's Mission churches, organizations, and communities. This position will assist the LJP Director and the Mission Office Director by being responsible for special programs, events and projects being initiated by the respective departments; and by providing administrative assistance in ongoing office operation.

Works closely with the Mission Director and Program Coordinator and the Director of the Office of Life, Justice, and Peace to provide administrative and program support. Helps to manage and foster relationship with pastors, clergy, and other parish representatives, missionaries, and donors. Serves as an event coordinator and implementor for specific programs and initiatives.

Responsibilities:

- Assist in maintaining relationships with and accurate records related to parish Life, Justice, and Peace Reps and Mission Office contacts
- Develop and maintain Web pages, Newsletter(s), and other material:
 - Develop, post content and maintain Life, Justice and Peace and Mission Office Diocesan web-pages
 - Develop and post content to main Diocesan webpage regarding events and programs being conducted by the respective departments
 - Develop, post content and maintain Office Newsletter(s)
 - Assess and manage printed materials production and distribution of prayer cards, booklets and posters
- Maintain budget records to track expenditures and assist in development following year budgets
- Edit various documents, photos, and videos for promotional and office use.
- Create flyers and promotional materials
- Assist in facilities reservations, catering services, set ups, and material preparation for events, meetings, workshops and classes
- Responsible for general bookkeeping of budgets and expenses
- Process incoming donations as well as outgoing check requests
- Perform general clerical duties including but not limited to: phone calls and messaging, faxing, mailing, scanning, photocopying, and filing
- **Specific to Life, Justice, and Peace Office:**
 - Assist in coordinating outreach and events for Life, Justice, and Peace
 - Set up and track legislative visits, legislative calendars, and meetings with other local officials
 - Assist in advocacy campaign organizing and follow up

- Assist in maintaining relationships with LJP parish representatives, leaders, clergy, and community partners
- Develop and maintain Life, Justice, and Peace Newsletter and update contacts
- Assist with programmatic and yearly campaigns around and events including but not exclusive to Season of Creation, National Migration Week, Respect Life Month, Homelessness, Human Trafficking Awareness, Mass for the Unborn, Earth Day and Laudato Si Week, etc.
- **Specific to Mission Office:**
 - Assist in coordinating fundraising and outreach programs (e.g. Mission Cooperative Plan, Missionary Childhood Association, and World Mission Sunday) including: scheduling meetings and interviews, arranging for guest speakers, assigning locations, and ordering / distributing materials
 - Assist in screening missionary groups, organizations, and speakers to verify that requirements are met
 - Assist in correspondence between missionaries, their contacts, and people of the Diocese of Orange
 - Assist in presentations including but not limited to: scheduling, equipment set up, and occasional delivery of presentations to audiences of various ages
 - Maintain donor databases by ensuring that they are up to date with all donors properly thanked and acknowledged
 - Assist in preparing annual reports for Mission Office activities
 - Assist in developing forms to ensure suitability and accountability of speakers
- Monitor and replenishes office supplies and inventory
- Perform other job related duties as assigned

REQUIRED: A strong commitment to excellence and service as evidenced by the following:

- Solid understanding of Roman Catholic traditions and theology.
- Ability to coordinate large events with little or no supervision.
- An active member of a parish faith community in good standing with the church.
- Ability to work collaboratively with various ministries, ethnic ministries and organizations within the Diocese.
- Strong written and verbal communications skills in English and Spanish; ability to interact with and facilitate groups.
- Current computer skills, including Intermediate proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint as well as internet and web page programming skills.
- Ability to work and respond with positive attitude under pressure
- Goes above and beyond to provide excellent customer service
- Timely completion of assignments and ability to prioritize
- Extremely accurate, detail oriented, and quicklearner
- Effective oral and written communication, and problem-solving skills
- Takes initiative to learn and develop oneself
- Proactive and independent
- High degree of commitment and adherence to deadlines
- Strict standard of confidentiality and ethics
- Thorough understanding of Catholic Social Teachings (Vatican and USCCB) and how they pertain to today's society.
- Personal commitment to the social mission of the Church with concern for own spiritual development.
- Rapport with the poor and sensitivity to the variety of cultures present in the Diocese of Orange.
- Understand methods and best practices of adult faith formation/catechesis and demonstrate an ability to clearly communicate ideas and church teaching.
- Facilitation and collaboration skills working with a variety of people.
- Ability to organize and budget programs
- Experience in conflict resolution.

- Experience with electronic communication and social media
- Availability to work evenings, weekends, and travel offsite
- Physical Requirements/Work Environment: To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

DESIRED: Bachelor's / Master's degree in Pastoral Ministry, Public Policy, or a related field. Five years demonstrated experience working in the Catholic Church. Graphic design experience.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.