



Assistant General Counsel  
Ad Hoc Committee for Religious Liberty

Position Description

Serves as lead staff to the Ad Hoc Committee for Religious Liberty, which will develop and disseminate resources to advance the Bishops' vision of religious liberty among various audiences, with special emphasis on public policy and legislation, as well as the theological and philosophical aspects; and participates in the ongoing legal work of the Office of General Counsel in the area of religious liberty, with an eye toward assuring the coordination of the work of the Ad Hoc Committee with the legal positions of the Conference. Promotes and implements the Bishops' strategic plan for the Conference, and demonstrates shared qualities of effectiveness in all work interactions.

Other responsibilities include, but are not limited to: planning, coordinating and staffing regular meetings of the Ad Hoc Committee and others; drafting correspondence and other documents; working with General Counsel to assure coordination of the work of the Ad Hoc Committee with the legal positions of USCCB on religious liberty issues; working with staff and Bishops in other Committees and Offices where religious liberty issues arise; serving as a resource for State Catholic Conferences; and participating in work with interfaith and ecumenical partners, academic institutions and others in communicating and advancing the Bishops vision of religious liberty.

Requirements:

- J.D. with Admission to DC bar (or qualify for admission to DC bar at earliest opportunity)
- Practicing Catholic in good standing with the Church

**Other Specialized Training:**

- Strong knowledge of Catholic Church teaching on religious liberty, and other Catholic social teaching; background in philosophy or theology preferred
- Demonstrated level of expertise in law of religious liberty
- Excellent verbal and written communication skills
- Working knowledge of technological aspects of office work, including Microsoft Word, PowerPoint, e-mail, internet, etc.

**Type and Nature of Professional Experience (minimum 5 years of practice experience):**

- Experience in the practice of law, particularly in the area of constitutional and statutory protections of religious liberty
- Experience in collaborating effectively with peers, colleagues, and others to achieve mission goals and objectives

For more information or to apply, visit <http://www.usccb.org/about/employment>