



Assistant Director Cultural Diversity

Position Description:

The Assistant Director is a practicing Catholic in good standing with the Church, who under the supervision of the Executive Director of Cultural Diversity in the Church assists the Executive Director in: coordinating and implementing the US Bishops' strategic plan for the Conference and the associated pastoral efforts and priorities among ethnic and culturally diverse communities in the United States; and developing and strengthening the implementation of approved committee and subcommittee goals, objectives and activities among the respective desks/offices of the Department for Cultural Diversity in the Church. The Assistant Director also assists in the preparation of committee reports; represents the USCCB, the CDC Committee and the Subcommittee on Asian and Pacific Island Affairs in public forums; and serves as the voice of the USCCB when out in the field and as a strong in-house advocate for the communities served by the department. The Assistant Director demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level: Master's Degree *or* combination of Bachelor's degree and equivalent pastoral ministry experience in an arch/diocese, national Catholic organization or religious community setting

Major Field/Specialty: Social Sciences, Pastoral Ministry and Formation, Education, Humanities or a related field.

Foreign Language Requirement: Fluency in a second language spoken by any group under the responsibility of the SCAPA helpful.

Other Specialized Training:

- Strong knowledge of and understanding of Catholic Church theology, structure and hierarchy.
- Familiarity with pastoral and social issues which impact culturally diverse communities served

- Excellent written and verbal language skills, including experience in cross-cultural communications.
- Proficiency in Microsoft Word, PowerPoint, Excel, Access, e-mail, Internet, etc.
- Planning, organizational and management training/experience

Type and Nature of Professional Experience (Minimum 5-6 years):

- Commitment to cultural diversity in the workplace and in ministry
- Pastoral ministry and experience in diversity initiatives and in cross-cultural work environment
- Related experience in an Arch/diocese, national Catholic organization or religious community setting
- Success in workshop/conference design and delivery
- Strong public speaking, writing and editing skills, including demonstrated experience producing clear and concise materials.
- Good time management and organizational skills with attention to details and problem-solving
- Record of accomplishments in program development
- Experience in strategic planning and implementation; developing and overseeing budgets
- Ability to follow established policies and procedures
- Commitment to collaborating with peers, colleagues and others to achieve mission goals and objectives