

## **JOB ANNOUNCEMENT**

**Job Title:** Parish Solidarity Initiative Diocesan Coordinator

**Hours:** normally about 7 hours/week; flexible schedule

**Duration:** January through June or July

**Reports to:** Catholic Relief Services (CRS) Diocesan Coordinator

**Supported by:** CRS Diocesan Coordinator, Parish Solidarity Initiative Diocesan Team, CRS Regional Staff, and CRS Headquarters Staff

### **Job Summary and Responsibilities:**

The Parish Solidarity Initiative (PSI) is a program begun by the Diocese of Oakland in the summer of 2017. The purpose of the initiative is to animate Catholic parishioners to put their faith into action by becoming involved in social ministry, both charitable and social justice activities on both a local and global level. For participating parishes, the PSI Coordinator and the diocesan support team will train parish teams in Catholic Social Teaching and provide them spiritual formation, leadership and organizing skills to enable them to engage their fellow parishioners by means of two annual retreats and special training sessions as needed. Special focus will be given to forming new leaders from among young adults and immigrant parishioners. The PSI Coordinator and team will also assist parishes in connecting with organizations that offer activities in which the parishes can participate, like CRS.

The individual who takes on the role of Parish Solidarity Initiative Diocesan Coordinator is essential to the success of the program. It is imperative that this be someone with strong relational skills and a good understanding of CRS, and the other agencies and offices that make up the PSI Diocesan Team\*, to engage with PSI parish leaders to ensure that they have a positive experience.

The Parish Solidarity Initiative Diocesan Coordinator:

1. checks in weekly with the CRS Diocesan Coordinator.
2. assists the Diocesan Coordinator in the recruitment of parishes and parish leaders with assistance of the PSI Team.
3. maintains relationships with pastors and pastoral staffs throughout the program year.
4. works with PSI Team to organize and coordinate at least two annual PSI diocesan convenings.
5. works with PSI parish leaders as needed to select their opportunities for engagement.
6. contacts PSI parish leaders at least monthly to discuss their experience.
7. participates in regular conference calls with the PSI Team leadership to discuss ongoing plans, best practices, and concerns.
8. participates in bi-monthly conference calls with the CRS national staff and PSI Diocesan Coordinators from other dioceses.
9. convenes and drafts agenda for the monthly PSI Team meetings.
10. helps PSI parish leaders record and report their activities.
11. assists in producing the PSI online newsletter.
12. assists CRS with evaluation feedback.

\*The agencies and offices that make up the PSI Diocesan Team are Catholic Relief Services, Catholic Campaign for Human Development, Catholic Charities East Bay, JustFaith, Maryknoll, Oakland Catholic Worker, Office of Latino Ministry, Office for Life and Justice and St. Vincent de Paul.

**Qualifications and Experience:**

The Parish Solidarity Initiative Diocesan Coordinator is a Catholic in full communion with the church who:

1. is a self-starter who proactively reaches out to the PSI parish leaders.
2. can relate well to volunteer leaders. Preferred: has a history of managing volunteer leaders.
3. is committed to leadership development.
4. has a strong understanding of CRS and the agencies and offices that make up the PSI Team--or is willing to learn.
5. preferred bilingual in English and Spanish.
6. has strong communication skills, particularly in English.
7. is familiar with the basic principles of organizing and leadership development, including how to do one on ones and mapping, or is willing to learn.
8. can articulate PSI as an exciting leadership development opportunity.
9. has a driver's license and a dependable vehicle.
10. is available to work occasional evenings and weekends.

Note: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**To apply:** Please submit letter of interest and resume to [mmckimmey@cceb.org](mailto:mmckimmey@cceb.org).

**Deadline:** until filled

For more information contact:

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**Equal Opportunity Disclaimer:** All applicants will be considered on the basis of merit without regard to race, national origin, religious beliefs, gender, age, marital status or physical or mental disability. People from diverse racial and ethnic backgrounds are especially encouraged to apply.