JOB ANNOUNCEMENT

Job Title: Parish Ambassador Corps Diocesan Coordinator

Hours: One Day/Week, some nights/weekends required.

Reports to: CRS Diocesan Director

Supported by: CRS Diocesan Director (DD), Diocesan Parishes in Action team

Job Summary and Responsibilities:

This position is part of a joint initiative of Catholic Relief Services and Parishes in Action of the Diocese of Oakland (a collaborative of service/advocacy organizations in the Diocese of Oakland).

The individual who takes on the role of Parish Ambassador Corps (PAC) Diocesan Coordinator is essential to the success of the program. It is imperative that someone with strong relational skills and a good understanding of CRS and other Church service and justice programs engage with Parish Ambassadors to ensure that they have a positive experience. The position will begin as part-time one day/week, but hopefully, will increase in hours into a regular paid position after the first year. The Parish Ambassador Corps Diocesan Coordinator:

1. reports to the Diocesan Director.
2. assists the Diocesan Director in the recruitment of parishes and ambassadors through the diocesan team.
3. maintains relationships with pastors and pastoral staffs throughout the program year.
4. serves as faculty at the two annual (arch)diocesan convenings.
5. works with ambassadors as needed to select their opportunities for engagement.
6. contacts ambassadors at least bi-monthly to discuss their experience.
7. participates in quarterly conference calls with the CRS regional Relationship Manager (RM) and DD to discuss ongoing plans, best practices, and concerns.
8. assists CRS/PIA with evaluation feedback.
9. helps ambassadors record and report their activities.
10. communicates regularly with the CRS RM.

Qualifications and Experience:

The Parish Ambassador Corps Diocesan Coordinator is a Catholic in full communion with the Church who:

1. is a self-starter who proactively reaches out to ambassadors.
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 all the members of the Parishes in Action collaborative -- or is willing to learn quickly.
5. is bilingual in Spanish.
6. can articulate PAC as an exciting leadership development opportunity.
Note: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

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.

Application Deadline: February 24, 2017

For More Information or to Apply: Please contact either of the following:

Marc McKimmey                                    Cristina Hernandez
CRS Diocesan Director                           Diocesan Life and Justice Coordinator
mmckimmey@cceb.org                             CHRernandez@oakdiocese.org
510-768-3176                                    510-267-8379