

## **Director of Pastoral Care and Outreach Department & Coordinator of Outreach Ministries**

The Community of the Good Shepherd, located at 8815 E. Kemper Road, Cincinnati, Ohio 45249, is looking for a full-time Coordinator of Outreach Ministries who will also serve as the Director of the Pastoral Care and Outreach Department.

The responsibilities for the Director of the Pastoral Care and Outreach Department include:

- Collaborate with appropriate staff to support parish-wide initiatives and timelines.
- Supervise the Pastoral Care and Outreach Department personnel, including conducting performance reviews.
- Develop, submit, and monitor budgets for each ministry within the Department.
- Serve as staff representative to the Pastoral Care and Outreach Commission and Psalm 23 Ministry on behalf of the pastor as needed.
- Represent the Department on the Parish Assembly of Leaders (Parish Council).
- Work with the pastor and department directors to make informed decisions regarding the workings of the parish.

The responsibilities for Coordinating Outreach Ministries include:

- Serve as liaison to the Archdiocesan Mission Offices, and outreach service networks.
- Coordinate parish response to individuals and families in need.
- Responsible for the coordination of an overall outreach calendar and the development/discriminating of prospective new outreach ministries and/or events.
- Coordinate and support the outreach ministries ensuring that they have the essential ingredients to be successful (e.g., the right information, encouragement, budget).
- Communicate outreach needs in relation to natural disasters and other emergency conditions to provide timely assistance to those in need.
- Consult with the pastor and department directors on large-scale or complex outreach efforts.
- Attend meetings as needed.
- Serve as staff liaison to the various outreach ministries of the parish.
- Work collaboratively with other departments as needed.
- Publicize and promote existing outreach ministries.
- Recruit, empower, motivate, and support volunteers.
- Request reimbursements for volunteers who incurred out-of-pocket expenses.
- Distribute funds raised for designated causes (e.g., prepare check requests and cover letters).
- Be open to meet new outreach needs of our community and the world.

### **Position Requirements**

- Master's degree in theology, pastoral ministry, or equivalent experience with a relevant undergraduate degree.
- Strong motivation for charitable service and compassion for others.
- Ability to work in a collaborative setting with a large pastoral, administrative, and support staff.
- Above average familiarity of the Catholic faith, particularly as it relates to Catholic Social Teaching, along with familiarity with the local and national organizations serving in this area.
- Must have the ability to present oneself in a professional, Christian, and mature manner.
- Commitment to confidentiality and discretion.
- Capacity to navigate conflict and sensitive issues with grace.
- Excellent interpersonal, communication, and organizational skills.
- Strong sense of responsibility, dependability, and initiative.
- Proficient written and verbal communication skills.

## Working Environment

- Full-time position (40 hours per week). Must have the ability to prioritize and be available to work evenings and weekends as needed.
- This position includes a full benefits package, 401(k), paid vacation, and sick leave.

Interested candidates can send their resume, and the attached application, to Teri Cunningham, Director of Finance and Administration, The Community of the Good Shepherd, 8815 E. Kemper Road, Cincinnati, Ohio 45249 or email [teri.cunningham@good-shepherd.org](mailto:teri.cunningham@good-shepherd.org). Resumes will be accepted until the position is filled.