

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

TITLE OF POSITION: Associate Director for Respect Life Ministries **EFFECTIVE DATE:** 7/2023

DEPARTMENT: Life, Human Dignity and Charity

LEVEL: J

POSITION SUMMARY:

The Associate Director works with the Director to assist in creating and coordinating the respect life activities of the Archdiocese of Cincinnati. The Associate Director works in areas of education, pastoral care, public policy and prayer/worship, as outlined in the USCCB's 2001 document, *Pastoral Plan for Pro-Life Activities: A Campaign in Support of Life*.

CREDENTIALS AND EXPERIENCE:

Skills:

- Bachelor's degree from an accredited college or university, preferably in the area of religious studies, social work, education or other related area.
- Experience in pastoral care, community advocacy and/or work with agencies related to respect life issues (e.g., pregnancy center, hospice, children's services center, prison ministry)
- Acceptance of the magisterial teachings of the Catholic Church as well as understanding of the teachings on life issues.
- Sensitivity to the attitudes of diverse groups as they pertain to the broad spectrum of life issues
- Passion for spreading the Gospel of Life through Christ-centered, compassionate Culture of Life initiatives
- Ability and desire to support the mission of the Office for Respect Life Ministries and the Church
- Demonstrated excellent verbal and written communication skills
- Demonstrated excellent organizational skills
- Competence with Adobe InDesign and Word Press website editing (or the ability to learn quickly).
- Ability to communicate and advertise via social media outlets
- Active membership in a Catholic parish in good standing with the Church

Additional:

- Must be self-motivated
- Position requires attendance at some evening/weekend functions
- Ability to travel to various agencies around the Archdiocese
- May work out of the Dayton or Cincinnati office

DUTIES & RESPONSIBILITIES:

- 1.* Oversee and help expand the Project Rachel post-abortion healing ministry, including networking with similar services by pregnancy care centers, and supervising the part-time coordinator and attending retreats, Days of Reflection, and support groups
- 2.* Research, design and create social media content to be published daily

- 3.* Network with other respect life agencies on issues related to abortion, end of life care and disabilities, capital punishment, and grief support especially in the Dayton and Northern regions.
- 4.* Remain current on and occasionally advocate with local legislators for laws that support Catholic teaching on life issues
- 5.* Represent in a positive way in person and through electronic communication the Church's teaching on respect life issues, especially through social media accounts.
- 6.* Speak to adult and youth audiences on the Project Rachel Ministry and various respect life topics
- 7.* Represent the Archdiocese at respect life events
- 8.* Work collaboratively with the Director to create and publish the monthly Respect Life Newsletter, including designing and composing content.
- 9.* Work to establish regular healing opportunities for pregnancy loss and other bereavement issues.
- 10.* Assist in production of the Being Pro-life video/podcast series, including recruitment for interviews, video editing and promotion
- 11.* Assist in editing and maintenance of the Respect Life and Project Rachel websites.
- 12.* Facilitate, plan, and oversee events for priest trainings, pregnancy center coalition trainings, and Respect Life Coordinators, including menu preparation, set up, and clean up
- 13.* Utilize platforms such as Word Press and Mailchimp to create forms and publish communications to desired audience

SUPERVISION RECEIVED:

Director of the Office for Respect Life Ministries

SUPERVISION EXERCISED:

Project Rachel Ministry Part-Time Assistant Coordinator

***DENOTES ESSENTIAL FUNCTIONS OF THE POSITION**

THIS POSITION IS: Hourly, Part time, 25 hours per week, flexible schedule

ORGANIZATIONAL RESPONSIBILITIES:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date