

I. IDENTIFYING INFORMATION

Position Title: Coordinator of Children's Faith Formation &
NE7 *Love in Action* initiative.

Status: Full-Time, Exempt, 12 months

Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

There are two primary functions for this position:

- Coordinating the Children's Faith Formation Program for Our Lady of the Immaculate Conception Parish consisting of Catechesis of the Good Shepherd, Sacramental preparation, Children's RCIA.
- Coordinator for "Love in Action" initiative within the NE7 Family of Parishes. This staff member will coordinate the NE7 parish programs and vision points as one of the six guiding principles in the Archdiocese of Cincinnati Beacons of Light Pastoral Planning.

NE7 FAMILY OF PARISHES consists of:

Holy Angels (HA), Our Lady of the Immaculate Conception (IC), St. Anthony (St. A), St. Helen (St. H), St. Mary (St. M) in Dayton.

III. POSITION SPECIFIC/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

- A practicing Catholic in good standing with solid knowledge of the Catholic Church, including structure, doctrine, and liturgical calendar.
- Strong organizational leadership skills.
- Strong communication skills
- A willingness to collaborate with the Hispanic Ministry staff and programs.
- Action-oriented problem-solver who displays focus, passion, and initiative and the ability to plan, prioritize, organize, and manage multiple projects.

B. Education, Training and/or Experience

- Degree in Theology
- Working knowledge of Spanish preferred

IV. WORKING ENVIRONMENT

- This position requires managing your work schedule between office hours, evening events, meetings and weekend programs.
- The coordinator is responsible for ensuring that potential volunteers may not have contact with children until an acceptable background check is completed. And the potential volunteer must complete the training program approved by the Archbishop on this Decree before having contact with children. All volunteers must comply.
- As a member of the Parish Staff the candidate is required to attend weekly staff meetings, provide updates/share information on Spanish faith formation programs & events, provide Hispanic faith formation programs/event info needed for the annual parish calendar.
- Changes to program content, calendar events (once approved) or cancellation of dates needs prior approval of the Pastor.

Please submit your resume to Fr. Satish Joseph, Pastor NE7 Family of Parishes at
satishjoseph@icparishdayton.org by April 30, 2024.