

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Northern Area Coordinator

EFFECTIVE DATE: 6/2021

DEPARTMENT: Catholic Social Action Office

LEVEL: I

POSITION SUMMARY:

This is a 21-hour position in the Catholic Social Action Office. The position combines both the coordination of ministerial duties to the northern part of the Archdiocese of Cincinnati with a **small amount of** administrative assistant duties for the office. The coordinator will assist in the Catholic Social Teaching formation and social ministry work in the St. Marys and Sidney Deaneries. This position advances the Catholic Social Action Office's mission to empower Catholics in the Archdiocese to celebrate and live out the Gospel call for life, human dignity, and care for God's creation through Catholic Social Teaching formation, organized social ministries, and opportunities for public advocacy and action.

CREDENTIALS & EXPERIENCE:

Requires a high school diploma or the equivalent. Minimum of 5 years' experience in office work and Catholic social justice ministry.

DUTIES & RESPONSIBILITIES:

- 1.* With the guidance of the Regional Director and Director, developing relationships that advance the Catholic Social Action Office's mission in this area through parish social ministry, public policy advocacy, and the promotion of the Catholic Campaign for Human Development (CCHD) and Catholic Relief Services (CRS).
- 2.* **Working with, resourcing, and helping to coordinate Fields of Justice, a regional social action collaborative.**
- 3.* Networking parishes in the area through collaborative social action structures.
- 4.* Representing the office to the Catholic Rural Life committee of St. Marys-Sidney Deaneries, as well as on national and regional Catholic Rural Life committees. *Advancing the work of this committee through the coordination of such activities as the annual Farm Masses, rural plunge retreats, and the Catholic Century Farm Awards.*
- 5.* *Reporting to the St. Marys and Sidney Deanery meetings.*
- 6.* Receiving general instruction and setting priorities and procedures for supporting the office's mission.
- 7.* Operating office equipment, including a personal computer, printer, copier, scanner, fax machine, folding machine, and calculator.
- 8.* Employing computer applications such as Microsoft Office, including Word, Excel, Outlook, Access, and PowerPoint, as well as Publisher and Adobe Acrobat.
- 9.* Sending emails to various networks/groups maintained by the office, fielding calls, and scheduling appointments and group meetings.
10. *Setting up room for both on-site and off-site meetings, including arranging any food.*
- 11.* *Performing administrative duties relative to courses, workshops, conferences, and other events offered by the CSA, including but not limited to registration, billing, generating certificates of completion, and minutes.*

12. *Performing light bookkeeping for cash or negotiable instruments, as well as maintaining and preparing confidential records or reports.*
- 13.* *Attending to the infrastructure necessary for the support of CRS Rice Bowl and CRS Collection, including assisting in the development of parish promoters for CRS and CCHD.*
14. Administering physical files for the office.
15. *Taking minutes at Catholic Social Action Commission meetings.*
16. Other duties as assigned by the CSA Regional Director or CSA Director.

Italics indicate a duty is generally infrequent (once per month or less)

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

MINIMUM REQUIREMENTS/SKILLS:

- Understanding of Catholic Social Teaching and involvement in social justice issues.
- Good phone and people skills, including an ability to relate well face-to-face with diverse constituencies
- Willingness to work as a team, both receiving direction and identifying solutions in a ministerial field.
- Knowledge of modern office procedures and methods, including telephone, e-mail, personal computer, word processing, copier, facsimile, scanner, and other office systems and record keeping.
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Ability to establish priorities, work independently, and proceed with objectives without constant supervision.
- Ability to handle and resolve recurring problems.
- Attention to detail.

SUPERVISION RECEIVED:

Works under the supervision of CSA Regional Director and direction of CSA Director

SUPERVISION EXERCISED:

Coordinates work of volunteers.

This position is located in the Dayton and Sidney areas.

TERMS OF EMPLOYMENT: Hourly, 12 months, 21 hours per week, which may occasionally include nights and weekends.

Work schedule set at time of hiring in conjunction with the Northern Coordinator's needs/preferences and the Regional Director.

ORGANIZATIONAL RESPONSIBILITY:

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