

**Diocese of Oakland  
Position Description**

Title: Director  
Division: Chancellor  
Department: Faith Formation and Evangelization  
Reports To: Chancellor  
EEOC Classification: Professional/Exempt (E-9), Full Time

**Basic Functions**

In conjunction with the Bishop and the Chancellor in advancing the mission of the Diocese of Oakland, the Director assumes all administrative and organizational responsibilities for the department and its staff. The Director supports and promotes the Catholic Church's teachings on faith formation and evangelization and ensures its commitment and integration throughout every aspect of Catholic life and ministry within the Diocese.

**Duties and Responsibilities**

- Sets the vision of the department through listening and consulting sessions throughout the diocese. Develops and maintains a plan of outreach and consultation for the department to the parishes.
- Provides professional leadership by developing, reviewing and revising departmental goals/objectives and oversees their implementation.
- Manages ongoing organization, job descriptions, in-services, supervision and evaluation of 12 staff members. Recruits and hires new staff as needed.
- Directs all departmental activities; promotes support for key departmental events and initiatives by being present when reasonably possible.
- Develops and supervises the department's budget.
- Oversees all departmental communications (web page, newsletters) correspondence and reports.
- Maintains a favorable working relationship with Chancery departments to foster and promote a cooperative working climate.
- Directs projects as assigned by the Bishop and BAC. Represents the Bishop and his mission as needed.
- Provides oversight and support of the religious education of children and youth in our religious education programs.
- Chairs and/or participates in advisory boards, committees, and task forces as requested or needed.
- Attend meetings with the California Conference, USCCB, Region XI, and other related organizations. Communication with leadership as needed.

- Resources the Bishop of Oakland on Catholic evangelization and catechesis as needed.
- Directs and supports an evangelizing perspective throughout the Diocese (parishes, deaneries, regions, and departments) which calls all people to conversion to Jesus Christ and full communion with the Catholic Church.
- Directs the planning, development and coordination of programs that are consistent with international, national, and local plans for the realization of evangelization and catechetical goals.
- Draft correspondence and other documents and papers.
- Demonstrate the ability to guide, customize, and follow through on all expected responsibilities for effective programming.
- Demonstrate the ability to adapt the program to meet the needs of the organization by resolving problems, answering questions, and addressing concerns promptly and effectively.
- Demonstrate the ability to work in a collaborative style in a team environment.
- Display genuine interest and care for the people of the diocese by honoring the cultural context and personality distinctions.
- May be given various other assignments and projects consistent with the responsibility level and general duties of a Department Director.

### **Skills and Abilities**

Ability to manage a large team of professionals.

Demonstrated success with setting and executing goals/objectives.

Manage budget.

Possess excellent communication, organizational and administrative skills.

Display proficiency with Microsoft Office software.

Fluent in written and spoken Spanish, preferred.

### **Education and Experience**

Bachelor of Arts in Theology, or related theological field. Masters preferred.

Knowledge of Catholic evangelization and catechetical documents.

A minimum of five (5) to seven (7) years of experience in related field.

Working knowledge of Diocesan structures, parishes and operations.

Other Required: A Catholic who supports, lives and communicates the teachings of the Catholic Church; ability to provide own transportation; valid CDL and verification of auto insurance; availability to work evenings and weekends as needed.

### **How to Apply**

The position is available July 1, 2017 with a salary that is competitive and commensurate with experience. Qualified candidates should apply online and submit electronically a cover letter, resume and 3 professional references to Gloria Espinoza: [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org) by 5:00 pm, Friday May 5, 2017.

January 2017