**Title:** Global Solidarity Coordinator

**Reports to**: Director, Office of Social Concerns

**Dept:** Propagation of the Faith

**Grade/Job Code:** S13/A240

**Created:** June 2021

**Location:** Pastoral Center

**FLSA:** Exempt

 **Position Summary**

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the Archdiocese is seeking a Global Solidarity Coordinator.

The Global Solidarity Coordinator reporting to the Director of the Office of Social Concerns is responsible for the coordination of Mission and Appeal efforts on behalf of the Archdiocese of Washington and serves at the Liaison for the Pontifical Mission Society, Mass appeals and Catholic Relief services.

 **Duties and Responsibilities**

***Pontifical Mission Society Coordinator: 50%***

* Act as liaison for national office of PMS in New York
* Coordinate Archdiocesan World Mission Sunday Efforts
* Coordinate Mission Coop Appeal
	+ Arrange appeal for men, women, and lay communities
	+ Oversee appeal for diocese
	+ Oversee all funds coming in for appeals and ensure funds are disbursed
* Mission Childhood Association
	+ Lead efforts to engage children in theologically responsible efforts to understand mission
	+ Encourage prayer and efforts to be in mission
	+ Assist in serving as a classroom speaker to share the work and mission of the church with students
* Publish Mission Newsletter- restructured to be distributed 6 times a year (every other month)
	+ Identify a theme for each issue
	+ Provide appropriate catechetical information to teachers and students
	+ Ensure all proper protocols for image and text use is followed according to ADW procedures

***Mass Appeals 5%***

* Receive all monies coming in and communiques for Mass stipends
* Create transmittal and deposit according to ADW Finance guidelines
* Send out requests and information regarding masses to be said
* Keep records of all transactions

***Catholic Relief Services 35%***

* Oversee coordination of Archdiocesan efforts for Operation Rice Bowl
	+ Parish awareness
	+ Speaking engagements to promote
	+ Promote grant program and food assistance of money from annual appeal
	+ Communicate CRS process, collection, and available resources to parish CRS Rice Bowl Coordinators/Volunteers
	+ Oversee all aspects of CRS Engagement
* Monitor and respond to all communiques
* Assist Director in formation opportunities for ADW staff and parish coordinators
* Monitor and share with finance all financial responsibilities
	+ Create transmittal(s) and deposit according to ADW Finance guidelines

 **Qualifications**

**Knowledge, Skills and Abilities**

* Practicing Roman Catholic in good standing with thorough knowledge and understanding of the faith that informs everyday life and work in the office
* Experience in managing multiple priorities.

**Required Education and Experience**

* Bachelor’s degree in theology, pastoral ministry, or missiology.
* Experience in Pastoral Ministry, Religious Education, related field or comparable mission/volunteer experience.
* Experience providing administrative or office management support.
* Strong writing skills, experience writing quarterly newsletter and communications as necessary.
* Experience with Microsoft Office tools, Facebook and other social networking and internet technologies.

**Work Environment**

* This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type/Expected Hours of Work**

* Regular full-time employee (40 hours/week)

**Travel**

* This position may require occasional travel to meetings and parishes within the Archdiocese of Washington.
* Reliable transportation required

To apply, visit <https://archdiocese-of-washington.talentify.io/job/global-solidarity-coordinator-office-of-social-concerns-hyattsville-md-archdiocese-of-washington-globa01768>