



DIOCESE OF JOLIET

JOB DESCRIPTION

<u>TITLE</u>	Director
<u>AGENCY</u>	Office for Evangelization
<u>SUPERVISOR</u>	Secretary for Christian Life

JOB SUMMARY

The primary responsibility of the Director for Evangelization is to promote understanding of evangelization in the Diocese of Joliet and to provide inspiration, support and training, as well as strategies, tools and resources to implement the diocesan goals of evangelization. The director will share and help implement “best practices” for evangelization, with a focus on the un-churched and indifferent or lapsed Catholics, and assist parishes, groups, movements and organizations in the diocese to be missionary-focused.

DUTIES & RESPONSIBILITIES

- Coordinate evangelization projects and develop ongoing efforts related to evangelization ministry.
- Collaborate and consult with various diocesan agencies and parishes to foster a vision for missionary discipleship.
- Create, recommend and provide resources, models and tools to share with parish leaders.
- Provide support, mentoring, accountability and training to leaders and potential leaders.
- Communicate and collaborate with the Secretary for Christian Life; assist and support the various diocesan offices to integrate an evangelical focus into their ministries.
- Utilize online technology as a means of communication and evangelization.
- Identify best practices in the field of evangelization outreach and participate at regional, state and national meetings, organizations and movements.
- Oversee the budget; supervise and evaluate administrative personnel.

OTHER DUTIES & RESPONSIBILITIES

- Handle other duties as assigned.

QUALIFICATIONS

A Master’s in Theology or Pastoral Ministry preferred, and ministerial experience required. Fluency in Spanish is preferred. Must have good organizational and administrative skills, excellent interpersonal, written and oral communication skills, and be grounded in Catholic theology and Church teachings. Candidates must be knowledgeable about various social media methodologies and proficient in Microsoft Office, with a proven ability to work independently and collaboratively, and to maintain confidentiality. Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet.

WORKING CONDITIONS

This is a full-time exempt position with benefits, that may require weekend or evening activities and meetings. The normal work schedule is 8:00 am to 4:30 pm, Monday through Thursday, and 8:00 am to 1:00 pm Friday.

Applicants meeting the necessary qualifications may submit a cover letter, resume and salary requirements to: humanresources@dioceseofjoliet.org.