



DIOCESE OF JOLIET
JOB DESCRIPTION

TITLE: Associate Director: Justice and Peace Ministry
AGENCY: Office for Human Dignity
SUPERVISOR: Office for Human Dignity Director

JOB SUMMARY: The Associate Director for the Justice and Peace Ministry leads the Office in assisting Catholics of the Joliet Diocese in knowing and embracing their faith and addressing such issues as racial justice, poverty, faithful citizenship, human rights, immigration reform, international and domestic policy, peace, and care for creation. In promoting respect for human life and dignity, the Office works through programs such as justice education, formation and support for Parish Peace and Justice Committees, *Somos Iglesia en Camino*, Catholic Relief Services, and the Catholic Campaign for Human Development. In addition, this Office resources other diocesan agencies regarding the Social Doctrine of the Church.

DUTIES & RESPONSIBILITIES:

- Oversee the programs of Justice and Peace such as: Justice Education, Parish Outreach, Catholic Campaign for Human Development, Catholic Relief Services, Restorative Justice, Immigrant and Refugee Affairs, (Care of Creation in collaboration and communication with Laudato Si' Ministries), and Legislative Advocacy
- Support the formation of *Somos Iglesia en Camino* (Latino small Christian communities with a focus on social justice) throughout the diocese
- Along with the Director, provide guidance for staff, consultants, and volunteers: Catholic Campaign for Human Development/Catholic Relief Coordinator, CCHD intern, et al.
- Develop, in collaboration and cooperation with the various departments, other diocesan agencies, and relative organizations, education programs and events to foster awareness and bring formation in Catholic Social Thought, such as the annual Peace Day, Life and Justice Institute, etc.
- Gather social justice ministers quarterly for fellowship, inspiration, education, and networking
- Provide resource and counsel to parish peace and justice committees, Life and Justice Institute graduates, and other parish and community social justice ministers
- Publish, through the Ministry website, social media, and electronically, educational and advocacy resources for the network of justice workers, parishes, colleges, schools and religious communities

OTHER DUTIES AND RESPONSIBILITIES

- Develop, maintain, and activate the Diocesan Legislative Advocacy Network

- Advocate and foster an awareness of the issues of the U.S. Conference of Catholic Bishops and the Catholic Conference of Illinois
- Organize state and federal lobby visits
- Oversee the various committees: Restorative Justice, Immigration Reform, etc.
- Represent, along with the Director of Office for Human Dignity, the diocese on the Community Affairs Committee and the Immigration Affairs Committee of the Catholic Conference of Illinois
- Prepare and supervise office budget and maintain office and financial records and correspondence
- Keep up to date in professional reading and current events

QUALIFICATIONS

- 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
- A Bachelor's degree or preferably a master's degree in Theology, Pastoral Ministry or related field
- Knowledge of the social doctrine of the Church
- Five years' experience in diocesan and/or parish social justice ministry
- Excellent public speaking and presentation skills
- Strong verbal, listening, and written communication skills
- Excellent social media skills
- Training in community organizing
- Excellent leadership, human relations, and interpersonal skills
- A self-starter and well organized; and a team player
- Proficiency in word processing, spreadsheets, and presentation software
- Possess the ability to train individuals and lead training events
- Able to fund raise as required
- Bilingual in Spanish preferred

WORKING CONDITIONS

This is a full-time benefited position and requires a flexible schedule and ability to work evenings and weekends as required.

ABOUT THE EMPLOYER

Working to manifest Christ's promise of Life and life more abundantly, the Office for Human Dignity of the Catholic Diocese of Joliet in Illinois weaves together the ministries of Respect Life, Justice and Peace, Laudato Si and Missions.

Those meeting the necessary qualifications should send a cover letter, resume and salary requirement to: humanresources@dioceseofjoliet.org

