



Associate Director Secretariat of Clergy, Consecrated Life & Vocations

Position Description:

The Associate Director, under the supervision and direction of the Executive Director, serves the bishops of the United States by overseeing and directing a portion of the work of the Secretariat for Clergy, Consecrated Life and Vocations in support of all aspects of vocation promotion and the formation, ministry and life of the ordained ministries of bishops, priests and deacons. Although the General Secretary of the USCCB serves as the principal liaison with the leadership conferences of those in consecrated life, the Secretariat will assist him in this regard as he deems appropriate and necessary. The Associate Director assists in directing and supervising the administrative support staff, while collaborating extensively with other staff throughout the Conference. The Associate Director assists the Executive Director in promoting and implementing the Bishops' strategic plan for the Conference, and demonstrates shared qualities of effectiveness in all work interactions.

Requirements:

Level of Study: Graduate Degree

Major Field/Specialty: Catholic Theology

Other Specialized Training:

- Considerable experience in the formation, ministry and life of ordained ministers in the Catholic Church.
- Extensive knowledge in several professional disciplines, including that of vocations awareness, the ability to integrate information from a variety of diverse sources, and the ability to work collaboratively with conference staff on a variety of joint tasks and projects.
- Working knowledge of technological aspects of office life, including word processing, e-mail communications, PowerPoint, Internet and so on.

Language Requirement: Italian and Spanish desirable but not required

Type and Nature of Professional Experience (Minimum 7 years):

- An ordained man or consecrated religious person.

- Experience in pastoral ministry in both parish and diocesan positions is preferred.
- Church experience at a national level helpful.
- Experience in vocations promotion and the formation of ordained ministers (priests and deacons).
- Experience in administration or other supervisory experience