



**Associate Director for Education and Outreach
Department of Justice, Peace and Human Development**

Job Summary: The Associate Director advances the USCCB mission and the Bishops' priorities, primarily the education and outreach dimensions of their social mission, and directs, supervises, and coordinates the efforts of the Department's Education and Outreach activities. Under the guidance of the Committee on International Policy and the Committee on Domestic Justice and Human Development, and under the supervision of the Executive Director of the Department of Justice, Peace and Human Development (JPHD), the Associate Director leads and coordinates the Department's education, convening, communications, and related activities, and coordinates the Department's efforts to assist diocesan social ministry leaders and other Catholic organizations and leaders. These and related activities are carried out in collaboration with the Executive Director and the Directors of the Department working together as a team. The Associate Director promotes and implements the Bishops' strategic plan for the Conference, especially the USCCB priority on human life and dignity, and demonstrates shared qualities of effectiveness in all work interactions.

Qualifications: A practicing Catholic in good standing with a Masters Degree in Theology, Public Policy, or other related discipline (or combination of undergraduate degree with equivalent experience and knowledge) required. Also requires: working knowledge and commitment to the mission and teachings of the Catholic Church, especially human life and dignity and other aspects of Catholic Social Teaching; management experience that demonstrates effective skills in supervision and administration, including budgeting and planning; demonstrated leadership in Catholic social ministry, advocacy and organizing; experience with planning meetings and communications strategies; proven ability to communicate well orally and in writing and to articulate complex positions and teaching persuasively; experience with new communications technologies; and basic understanding of government policy development processes and methods.

Competitive starting salaries with excellent work environment and fringe benefit package, including free parking.