



## **Public Education & Training Coordinator Department of Migration & Refugee Services**

### Position Description:

As staff to the Justice for Immigrants (JFI) Campaign, the Public Education & Training Coordinator coordinates education and training activities with dioceses working with parishes and associated Catholic groups, helps manage and update the JFI database, and disseminates educational and training materials. This position also provides trainings to local parishes and other Catholic entities and supports the National Campaign Manager in educating Catholics in the principles of Catholic Social Teaching.

Supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

### Requirements:

**Level of Study:** Undergraduate degree required; graduate degree or equivalent experience in a progressively responsible position desired.

**Major Field/Specialty:** Communications, public relations, education, liberal arts, or similar fields.

**Language Requirement (if any):** Spanish language preferred

### **Other Specialized Training:**

- Ability to design and maintain an interactive website and membership database.
- Ability to utilize social media (i.e. Facebook, Twitter, YouTube) to deliver effective messaging.

### **Type and Nature of Professional Experience (*Minimum 5 years of directly related experience*):**

- Knowledge of Catholic Social Teaching and Catholic Church structures.
- Community organizing
- Proficient in use of Microsoft Office Suite software

- Ability to manage multiple projects concurrently and work effectively in a changing environment
- Strong experience in planning and implementing education and training activities.
- Excellent interpersonal, verbal and written communications, organizational, and project management skills.
- Experience in web site development and maintenance.
- Ability to communicate in an engaging style for specific audiences.
- Ability to work with persons at all levels of the organization as well as with diverse audiences.