

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Office of Catholic Charities and Social Concerns**

**POSITION: Coordinator**

**POSITION STATUS: Full Time – 40 hours per week**

**CATEGORY: Non-Exempt**

**SUPERVISOR: Director of Catholic Charities and Social Concerns**

### **JOB SUMMARY:**

The Coordinator supports the day-to-day operation of the Office, provides administrative support to the Director and coordinates multiple responsibilities including managing the Diocesan Immigrant Support Network (DISN), the Anti-Racism Task Group, the Intercultural Committee on Access, Integration, and Mission (ICAIM), the Mission Cooperative Appeal (MCA), CCHD and CRS campaigns. The Coordinator also oversees the Catholic Extension grant and supports the Catholic Extension sisters in the North State.

### **ESSENTIAL FUNCTIONS:**

1. Support the day-to-day operation of the Office:

- Handle all incoming telephone calls, faxes and email in a timely manner; record clear and accurate messages
- Make referrals to appropriate diocesan, parish and/or community resources.
- Provide communication, such as bulletin announcements, for parishes as needed
- Maintain all office files, both print and electronic.
- Code routine check requests for diocesan Finance Office
- Maintain records related to Vehicle Donation Program
- Acknowledge and record all donations in a timely manner

2. Coordinate / manage all aspects of the Catholic Campaign for Human Development (CCHD), Catholic Relief Services (CRS), and the Missionary Cooperative Appeal (MCA) programs for the diocese including:

- Administer CCHD grant allocations for the diocese, including vetting of applicant organizations, review of grant proposals, site visits to applicant organizations, and making recommendations regarding funding applications and monitoring of organizations receiving CCHD grants.
- Engage and collaborate with CCHD Funded Community Organizing Groups and fosters working relationships with community organizers.
- Supervise Diocesan CCHD Intern when diocese receives CCHD intern grant.
- Coordinate CCHD promotion and highlight CCHD's Catholic identity
- Represent Catholic Relief Services in the diocese
- Engage Catholics, especially parishioners, in international concerns including CRS' programs such as CRS Rice Bowl, Global Solidarity Partnerships, and Advocacy.
- Coordinate the diocesan response to international emergencies
- Coordinate the Propagation of the Faith's Missionary Cooperative Appeal for the diocese, including reviewing, vetting, selecting participating missions, maintaining mission database and managing MCA collection funds and collection distribution to missions.

3. Staff & Support the Diocesan Anti- Racism Initiative:
  - Complete meeting minutes for committee meetings, schedule listen sessions and racial dialogues, and coordinate outreach to parishes, schools and other Catholic Institutions.
4. Manage and Coordinate the Diocesan Immigrant Support Network:
  - Organize the collaboration between Catholic Charity Member Agencies, Community Organizing Groups, Parish Leaders and Clergy.
  - Plan and organize DISN meetings in the Regional DISNs: Chico, Sacramento and Yolo/Solano Area.
  - Organize conference calls with the Regional DISN partners.
  - Coordinate parish workshops, trainings and parish outreach.
5. Coordinate, monitor and support the Catholic Extension sisters:
  - Support the Catholic Extension sisters in collaboration with Northern Valley Catholic Social Service. Activities through:
    - Regular check -in meetings in person and by phone, assist with cultural integration (including language, cultural and social support);
    - Project coordination with the Diocese, NVCSS & Catholic Extension,
    - Logistical liaison for housing, documentation, transportation, education;
6. Support and assist Catholic Charities parish outreach especially in the North State.
7. Assist with public advocacy efforts including; coordinating legislative meetings, arranging legislative delegation teams.
8. Perform other related duties as required and assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** College degree or specialized training preferred.

**Experience:** Experience in a social service setting is required. Experience in a setting requiring interaction with the public is preferred.

**Skills / Knowledge:** Practicing Catholic; **Spanish is required;** cross cultural competence; proficient in Microsoft Outlook, Word and Excel; excellent oral and written communication skills; solid organizational skills; ability to maintain strict confidentiality; ability to problem solve and conflict manage; ability to work independently and collaboratively in a team; familiarity with social service resources and advocacy, both in parishes and in the community; familiarity with diocesan and parish structures and operations; basic understanding of Catholic Social Teaching.

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Director

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Coordinator