

**Coordinator of Mission Integration**  
Department of Ecclesial Services, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

With the Pastoral leadership of the Bishop, the Department of Ecclesial Services collaborates in offering resources and support for the ongoing formation of all in Ecclesial ministry in the diocese, enabling them to develop more pastoral, ministerial and leadership skills, so that people's lives are filled with hope.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Identify, measure, and improve the ways in which the mission of our Diocese is carried out at the Pastoral Center and at the parishes.
- Act as Bishop's ambassador to all staff within the diocese in promotion of the Diocesan Vision and Mission.
- Listen to and collaborate with offices/staff and assist them in demonstrating, in practical and measureable ways, that we are truly led by Catholic values and guided by our four Diocesan values.
- Model a commitment to compassionate and professional service to all who enter our offices. Train and assist where needed in this area.
- Create, oversee and coordinate ongoing training within the focus of Mission Integration, including development of curriculum and resources to enhance best practices within our service to God's people in the area of Mission Integration and Diocesan values.
- Review annual plans/office audits/Episcopal visitation recommendations to assist as needed.
- Create an Advisory Group to incorporate a variety of theological, spiritual, and administrative levels of input in development of mission based educational programs of best practices in the area of mission integration.
- Prepare written reports; attend meetings as needed.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

- MA in Theology, Pastoral Theology, or Moral Theology or related field preferred.
- Five or more years' experience and involvement in parish life and the Diocese within the Roman Catholic Church. Broad experience in pastoral and parish ministries.
- Must be a practicing Roman Catholic in good standing.
- Strong effective focused teaching skills, including the ability to explain complex ideas, policies and procedures.
- Bi-lingual, Bi-literate in English/Spanish proficiency required.
- Excellent customer service skills which result in the dignity and respect of each person served.
- Experience in creating programs for staff modeling and training personnel in best practices for customer service.
- Must have effective written, verbal interactive communication skills, excellent public speaking and presentation skills; planning, analytical, detailed and organizational skills.
- Must have knowledge and understanding of Diocesan Mission and Vision, and be familiar with dispute resolution criteria.
- Must have effective ability to work well with others and strong mediation skills which builds collaboration.
- Must have ability to listen and make good assessments and maintain strict confidentiality
- Must have effective planning, team-building, written and verbal communication skills.
- Must have exceptional interpersonal working skills at all levels.
- Must have ability to develop, design, implement, and facilitate mission based educational programs and tools to assist growth and understanding of the pastoral side within our ministry service.
- Must have ability to respond to be pro-active.
- Must have ability to maintain all Diocese of San Bernardino Safety and Security policies and procedures.
- Current valid driver's license, auto insurance and reliable transportation is required.
- Must be available for evening and weekend work as necessary.
- Proficiency in MS Word, Publisher, Power Point, Excel and other computer programs is required.
- Must have ability to work effectively in a diverse, multi-cultural environment.

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, carry, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive hand/finger movements, forward bending, and arm/hand motions, prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume and salary requirements to:  
Attention: Sinia Bustamante, Diocese of San Bernardino, 1201 E. Highland Ave., San Bernardino, CA 92404  
Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189

**The Diocese of San Bernardino is an Equal Opportunity Employer.**