



Director

Department of Life, Dignity and Justice

The Diocese of San Bernardino is currently accepting resumes for the position of Director of the Department of the Life, Dignity and Justice at the Pastoral Center. The ideal candidate will demonstrate a personal commitment to the Gospel, Catholic social teaching, service to the poor and ongoing spiritual development.

Responsibilities include but are not limited to:

- Administers the department and its offices.
- Serves on the diocesan Curia.
- Coordinates public policy efforts among 3 department offices (Pro-Life, Social Concerns and Restorative Justice) each of which works on a spectrum of issues, including Justice for Immigrants and Food Bank.
- Collaborates with department staff on parish social ministry leadership development and formation.
- Communicates the mission of the department through public speaking as well as writing for various diocesan publications.
- Provides ongoing development of the bereavement ministry.
- Acts as liaison between the diocese and three Catholic hospitals, 21 Catholic hospital chaplains and Catholic Charities; serve as staff and provide resources to the Diocesan Health Care Committee.
- Oversees fundraising and grant writing for approximately 25% of department budget.
- Collaborates with the community organizing non-profit groups.
- Other responsibilities as determined by the bishop.

Position Requirements:

- A practicing Roman Catholic with knowledge of Catholic Church and its structures.
- Commitment to compassionate service to the poor and vulnerable.
- Commitment to work for social change promoting the common good.
- Proven experience as the leader/administrator of a service organization with multiple, multicultural employees.
- A Masters in Theology, Religious Education or Pastoral Studies, or equivalent.
- Knowledge of and commitment to Catholic social teaching.

Skills:

- Must have excellent communication, computer and research skills.
- Bi-lingual and bi-literate in Spanish preferred.

Please forward your resume with cover letter and salary requirements to:

Diocese of San Bernardino

Attn: M. Harkin

1201 E. Highland Avenue

San Bernardino, CA 92404

Fax: 909-475-5189 or Email: employment@sbdiocese.org