

JUSTICE FOR IMMIGRANTS COORDINATOR

OFFICE OF SOCIAL CONCERNS

The Diocese of San Bernardino is currently accepting resumes for the position of Justice for Immigrants Coordinator. This position within the Office of Social Concerns coordinates activities within the Diocese of San Bernardino that address the three goals of the USCCB Justice for Immigrants Campaign: Formation, Advocacy and Service.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Offer ongoing formation of Catholic parishioners on the principles of Catholic Social Teaching as they apply to immigration.
- Advocate for both immigration reform and immigrant-friendly laws and policies on local, state and national levels.
- Coordinate service to the immigrant community including education, community resources and legal information.
- Actively participate in the Justice for Immigrants Coalition of the Inland Southern California and their events and mission.
- Coordinate the Justice for Immigrants Committee of the Diocese of San Bernardino.
- Serve as a liaison between community groups and the diocese with regard to immigrant issues including human trafficking.
- Coordinate annual Migration Mass.
- Collaborate with the ministry of the Office of Social Concerns.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bi-lingual/Bi-literate in English and Spanish.
- Bachelor's degree.
- Knowledge of Catholic Social Teaching, especially in the area of immigration, and ability to apply it to parish life.
- Ability to work with people of various languages, cultures, ages and beliefs.
- Practicing Catholic with knowledge of the Church and its structures.
- Familiarity with community organizing.
- Strong personal organizational and planning skills.
- Experience in adult faith formation.
- Team building skills in working with peers, clientele, and diocesan leadership.
- Ability to recruit and train volunteers.
- Strong communication and interpersonal skills.
- Strong computer skills, including MS Word and Outlook.
- Travel to meetings and events as required.

Qualified candidates send resume with cover letter to:

Diocese of San Bernardino

Attn: Maria Harkin, 1201 E. Highland Avenue, San Bernardino, CA 92404

Fax: 909-475-5189

Email: employment@sbdiocese.org