

## Part-Time Program Director

### Office of Advocacy & Justice for Immigrants

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.

#### Position Summary:

The purpose of the ministry is to work with all the people and Catholic parishes in the Diocese with a specific focus on organizing advocacy efforts to address the needs of the people in areas of Human dignity, Reverence for life, Social Justice, Immigration, and Education. The hope is that this person would take the lead in implementing the advocacy efforts of the Department of Life, Dignity and Justice by:

- ❖ Take the lead in campaigns of the Church concerning Healthcare, Respect Life and Pastoral Care, Restorative Justice, Education, Social Justice, Immigrant Justice
- ❖ Coordinating and actively participating in the existing Justice for Immigrants Committee of the Diocese of San Bernardino
- ❖ Active participation in the Justice for Immigrants Coalition of the Inland Southern California.
- ❖ Working with pastors and social justice committee at different parishes to promote the affairs of LDJ.
- ❖ Bringing together those interested in advocating for social justice, reverence for life, human dignity on specific issues relevant to the needs of the area (immigration, worker's rights, gun violence, domestic violence, public safety, local law enforcement, education, youth, poverty, health care, environment, global solidarity, etc.).
- ❖ Providing support through charity referrals and advocacy.

#### Essential Job Functions:

- a. Encouraging Parishes, ministries and the Catholic faithful to participate in the 3 aspects of the Life, Dignity and Justice Ministry.
- b. Working to implement a plan for raising awareness, education, and formation within the Catholic community on Catholic Social Teaching as it applies to advocacy.
- c. Coordinating efforts to provide services to the immigrant community, especially within Catholic parishes.
- d. Organizing the yearly diocesan migrants' mass
- e. Provide focused expertise in current Catholic Social Doctrine and practice, with ability to focus on specific issues, e.g., domestic and global poverty, immigration, worker's rights, gun violence, domestic violence, public safety, local law enforcement, education, youth, poverty, health care, environment, solidarity, globalization, etc.
- f. Leading faithful citizenship campaigns.
- g. Assist in on-going advocacy on domestic and international issues.
- h. Serve on committees/PPAC.
- i. Other duties as assigned.

### Peripheral Functions:

1. Develop networks of relations both within the church and within the community.
2. Driving.
3. Basic clerical.

### Qualification Guidelines:

1. Master's degree, in Pastoral Studies, Divinity, Social Justice or equivalent.
2. Experience in community organizing/advocacy efforts.
3. Experience working with the poor and vulnerable.
4. An understanding of "faithful citizenship."
5. Familiarity with advocacy and community organizing methods.
6. Understanding of church structure at local, regional, national and international levels.
7. Fluent in Spanish and English preferred.
8. Computer skills: Microsoft Word, Access, Publisher, Power Point, Excel, & Skype.
9. Excellent written and oral communication skills.
10. Must have reliable transportation and valid CA driver's license.
11. Must be available for local travel.
12. Must be available to work flexible hours.

### Physical Requirements:

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, hearing, speaking, seeing, reaching, lifting heavy loads 30lbs. and repetitive arm/hand/finger movements.

Interested candidates, please forward your resume to:

Attention: Paula Garcia  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404  
Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org)

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