

Assistant Director, Catholic Parenting Initiative OLV Charities

POSITION SUMMARY:

OLV Charities is in the midst of a five-year journey to identify, coach, and equip 8 Families of Parishes within the Diocese of Buffalo, walking alongside parishes and developing new resources, programs and ministries to support the needs and desires of parents in our partnering communities. The Catholic Parenting Initiative will provide resources, programs, and formational experiences that will strengthen ministries and supports, and give parish faith communities confidence to walk alongside parents and caregivers as they share their faith and values with their children.

The Assistant Director is responsible for supporting the implementation of the 2023 Grant Proposal for the Lilly Endowment's Christian Parenting and Caregiver Program, at the direction of and with the support of the Director and CEO. This is a part-time (15-20 hours), three-year position, based on grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General Responsibilities

- a. Support the objectives of the grant proposal.
- b. Organize, train, lead, supervise, and nurture a team to meet the project requirements.
- c. Work within the constraints of the Lilly Endowment grant proposal and Grant Agreement, including Program Reports and Financial Reports for proper grant accounting.
- d. Adapt our approach to best serve leaders and families based on evaluation and feedback of various training approaches and resources.
- e. Develop and maintain a database of contacts and potential contacts.
- f. Focus on implementation to transition to a self-sustaining model.
- g. Collaborate closely with the Program Director, CEO, Design Team, Program Advocates, Parish Partners, and Diocese of Buffalo, regularly communicating status reports.

2. Leader Training and Support

- a. Create and refine a flexible, comprehensive leader support framework to prepare and mentor leaders to coach parents and caregivers to share faith with their children.
- b. Translate, enculturate, and adapt for various communities.
- c. Deliver presentations through conferences, remote events, and as pre-recorded videos.
- d. Provide input and assets for a website, e-newsletter, and social media for parish leaders.
- e. Collaborate with CPI Director to provide ongoing formation for Program Advocates for each partnering parish family.

3. Product Development

- a. Contribute to the curation, refinement, and expansion of our library of parent-centered resources for parish sessions and for leaders to send home.
- b. Generate programming and events that support the building up of the domestic church, the vocation of parenting, and authentic, Christ-centered communities.
- c. Provide physical resources and assets to families to assist with building a Catholic culture in the home.

- d. Oversee the quality of multi-language translation work in support of the initiative.

4. Program Management

- a. Assist CPI Director with training, mentoring, equipping, and accompanying 35-45 parishes within 8 diocesan Families of Parishes in leader support framework.
- b. In partnership with CPI Director, oversee partnerships with external ministries, non-profits, and organizations (Hallow, Faith & Family Life Catholic Ministries, Church in the 21st Century Center, McGrath Institute for Church Life, etc.)
- c. Collaborate with CPI Director and Research and Evaluation Consultant to develop a report on data for Catholic parents in caregivers in Diocese of Buffalo.
- d. Attend meetings with CPI Design Team and local parish staff members to assist with management of programming and parish partnerships.
- e. Travel to local cohort regions as needed to develop relationships and oversee events.
- f. Support Program Director with administrative tasks (ordering materials, overseeing budget/payments, making deliveries to parishes, etc.) and program/event creation and facilitation
- g. Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

1. Working and theoretical knowledge of Catholic theology.
2. Demonstrate a working knowledge of Catholic theology that can be translated into practical pastoral, ministerial, and liturgical situations.
3. Commitment to practice the Catholic faith and to live in accordance with the teaching of the Magisterium.
4. Professional working attitude and collaborative approach.
5. Strong verbal and written communication skills.
6. Strong organizational skills.
7. Working knowledge of standard Microsoft Office software and collaborative online tools, and an ability to become proficient in new tools as needed.
8. Conflict resolution and mediation skills.
9. Skilled in public speaking.
10. Skilled at managing budgets and reporting financial information.
11. Ability to multitask, prioritize, and build bridges in relationships.

EDUCATION AND EXPERIENCE

1. Master's degree in Divinity, Theology, Pastoral Ministry, Religious Studies or equivalent preferred.
2. Bachelor's degree required
3. Parish-based ministry leadership with at least two years of experience required.
4. Project management experience preferred.
5. Conflict resolution and mediation experience preferred.
6. Education and/or experience in training, delegation, empowering, and supervision preferred.
7. Conflict resolution and mediation experience preferred.
8. Experience in public speaking required.

9. Experience managing a budget and reporting financial information preferred.

Pay range: \$30.00-\$33.00 per hour, based on experience

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities

Human Resources Department

780 Ridge Road; Lackawanna, NY 14218