

PASTORAL ASSOCIATE FOR JUSTICE & LIFE - St. Francis Xavier Jesuit Parish, Kansas City, MO, seeks Pastoral Associate for Justice & Life. Applications due February 28, 2018. Send cover letter, resume, and two professional and one personal reference to: search@sfx-kc.org

I. Identifying Information

- A. Status: Full-time, Exempt
B. Reports to: Pastor

II. Primary Requirements of the Position

- A. The Pastoral Associate for Justice & Life
1. Possesses a deep understanding and passion for Catholic Social Teaching and Jesuit core values.
 2. Can demonstrate the ability to create, market, and conduct programs designed to bring education and awareness on Catholic Social Teaching and Jesuit core values to the Parish community.
 3. Can demonstrate the ability to motivate others to act to fulfill the Catholic church's mission of justice through a communal organized response to societal needs.
 4. Has the interpersonal and managerial skills needed to direct a diverse group of volunteers who support parish programs including Justice & Life committees, the food pantry, and utility assistance.

III. Position Content

- A. Social Justice Responsibilities
1. Educate parishioners about Catholic Social Teaching and Jesuit values and issues through the bulletin, newsletters, presentations, social media, community events, and programs.
 2. Analyze current social justice issues relative to Catholic Social Teaching and foster parishioner action and involvement in local, state, national, and global issues.
 3. Serve as a staff liaison to parishioner committees such as Justice & Life Committees, Visitation and St. Francis Social Concerns Committee, and to other outside agencies such as Catholic Charities, Jesuit Refugee Service, and Mid-America Assistance Coalition.
 4. Foster cooperation with the Diocesan and Jesuit Provincial offices relating to justice and peace/social ministry by utilizing Diocesan and Provincial resources and being responsive to activities and emphases.
 5. Maintain highly visible and accessible presence at parish meetings, liturgies, and events.
- B. Direct Service Responsibilities
1. Oversee volunteers who do the following:
 - a. Provide a listening, compassionate ear to clients in need.
 - b. Provide direct resources and referrals for assistance in the following areas: food pantry and utility assistance.
 2. Serve as subject matter expert on direct response resources available within the community.
 3. Analyze direct response programs and make recommendations to Pastor and parish community for strategic planning.

C. Financial Responsibilities

1. Partner with Business Manager to maintain the documentation needed to meet Diocesan, government, and partner nonprofits reporting requirements and to determine budget priorities.
2. Participate in annual budget process for area of responsibility.

D. General Responsibilities

1. Attend Parish Staff meetings, Parish committee meetings, and other meetings as needed which will include some weekday evenings and weekends.
2. Coordinate and work with staff members and parishioners on special parish events.
3. Consult with and advise Pastor, Pastoral Council on Justice & Life matters that affect the parish.
4. Remain active and resourceful in related diocesan organizations and attend meetings, events, and programs.
5. Establish and maintain contact with resources, programs, and people to facilitate the growth of new ideas.
6. Perform other duties and assume other responsibilities as assigned by the supervisor.

IV. Education, Training, and/or Experience

A. To perform the job successfully, an individual should have the following:

1. Bachelor's degree required; higher level coursework or its equivalent preferred in theology or social work.
2. Ability to create and conduct compelling social justice-based presentations and programs to audiences of all ages and backgrounds in a variety of settings.
3. Ability to creatively use print and electronic media in a variety of formats (e.g. FB, Twitter, Constant Contact) to market social justice programs to the community at large.
4. Work/volunteer experience in social ministry/social justice field.
5. Working knowledge of the Church's social teaching, and models of parish peace/ justice social ministry programs.
6. Experience in working directly with the poor and marginalized helpful. Compassion for the poor and marginalized required.
7. Competence with social media and as well as ability to learn and teach new software relevant to the ministry.
8. Possess basic financial skills such as balancing a check book and following a set budget.
9. The ability to carry up to 30 lbs. and/or the equivalent of two bags of groceries up and down stairs.
10. Available for limited travel (e.g. attend annual 3-day conference).