

**St. Ignatius Loyola Parish**  
Sacramento, California

**JOB DESCRIPTION**

POSITION TITLE: Director of Social Justice Ministries

REPORTS TO: Parish Pastor

HOURS: Monday – Friday; Six hours per day, 30 hours per week

**POSITION SUMMARY:**

The Director of Social Justice Ministries is responsible for oversight, coordination, and implementation of parish programs, initiatives, and activities which minister to the needy and underserved in our region . The Director is the Pastor’s primary liaison with Catholic agencies, advocacy and community organizations, and other local partners carrying out the mission of the Church. This position targets the needs of the underserved, especially those suffering from hunger and homelessness, people with special challenges, and the marginalized in our society.

**ESSENTIAL FUNCTIONS:**

1. Coordination and Administration
  - a. Works collaboratively as a member of a pastoral team;
  - b. Maintains and identifies the need for social services within the parish community;
  - c. Builds effective relationships among parish and school staff, parish volunteers, and others to gain support for parish programs and outreach efforts;
  - d. Provides coordination to various parish programs which serve those in need, including feeding the hungry, and reaching out to those who are not able to actively participate in the life of the parish;
  - e. Facilitates relationships with surrounding area churches and non-profit organizations to assess programs in the community with which St. Ignatius may connect and provide support;
  - f. Serves as parish liaison to community and government agency programs which provide support to the underserved;
  - g. Provides current information regarding available social services;
  - h. Together with the Pastoral Staff ensures parish programs and activities align with the mission of St. Ignatius Parish and the Diocese of Sacramento;
  - i. Monitors the progress and effectiveness of parish social justice programs by collecting and analyzing data on the number of people assisted, financial statistics, and participation by parish and community volunteers;
  - j. Develops new programs and services under the guidance of the pastor and the Pastoral Staff in areas where there is a call to minister to the underserved;
  - k. Applies for grants and other financial assistance where appropriate
  - l. Performs other tasks as required.
  
2. Direct Program Service
  - a. Is the First Responder to those contacting the parish for guidance and support in obtaining available services;
  - b. Develops educational materials on justice as an expression of lived faith;

- c. Recruits and trains volunteer leaders and workers for parish specific social justice ministry initiatives throughout the year;
  - d. Maintains and updates information, referrals, and other materials of benefit to the underserved;
  - e. Provides informational resources for emergency service;
  - f. Coordinates visits to the homebound (Xavier Ministry);
3. Communication, Education, and Training
- a. Works with a liaison to the St. Ignatius Parish Council in providing updates about programs, outreach efforts, and areas where new and continued support is needed;
  - b. Provides written and electronic communication about the ongoing needs of the community and how assistance may be provided through sending updates to the parish webmaster and the weekly parish bulletin;
  - c. Recruits and supervises the volunteers for the parish social justice ministries;

**QUALIFICATIONS:**

**Education:** A four-year college degrees is required from an accredited college or university. A master's degree is preferred. The successful candidate should have an education in the areas of: social services, human services, social work, sociology, psychology, religious studies, theology, or similar areas of study.

**Experience:** Applicants must have a minimum of 3 to 5 years of experience in advocacy and social service.

**Skills and Knowledge:** Applicants must be practicing Catholics with knowledge and understanding of Catholic Social Teaching. The candidate should have general knowledge of the Diocese of Sacramento and its mission and outreach initiatives. More specifically, applicants should understand the services available to the underserved in the Arden Arcade region. Strong interpersonal skills are required with the ability to work with those in need in a caring and compassionate manner. The Director of Social Justice Ministries must have excellent communication and writing skills and be able to work both independently and with others. The candidate must be self-directed and be able to prioritize workload. Proficiency in Microsoft products is required.

**Hours and Benefits:** This is a 30-hour per week position, reporting Monday through Friday for six hours per day. There is some flexibility in work schedule, depending upon specific programs needs, for example the ability to work on weekends periodically. Salary is commensurate with experience. A full benefits package is provided which includes, health insurance, sick leave and vacation pay.

**Working Environment:** This position will work in the St. Ignatius Parish Office. There may be some local travel to attend meetings, coordinate activities across the region. Occasional weekend and evening work may be required.

**Physical Demands:** The successful candidate must be able to sit for prolonged periods of time, work at a computer, and speak over the phone. The candidate must be able to lift and carry up to 40 pounds.

**Submission:** This position will remain opened until a successful candidate is found. Please submit a resume and cover letter to:

Fr. Charles J. Tilley, S.J.  
 Business Manager, St. Ignatius of Loyola Parish  
 3235 Arden Way  
 Sacramento, CA 95825