



Pilgrimages Program Director

Job Type	Full-time
Salary	\$55,000 - \$68,000/year DOE
Job Location	Sacramento, CA
Job Hours	8:30am-4:30pm, Monday-Friday
Benefits	Health insurance, dental insurance, retirement

Overview:

This position is an exciting opportunity to work for an established non-profit and grow a new social enterprise from the ground up. Catholic Charities of California seeks a polished, qualified, and dynamic professional with experience in the travel and non-profit sectors to be the driving force behind the operation, marketing, growth, and long-term success of a top-quality Pilgrimages program.

To Apply:

Please review this announcement carefully. Please send a cover letter, resume, and three professional references to: Cynthia Martinez cynthia@catholiccharitiesca.org

Responsibilities

This position will oversee the day-to-day operations of CCC's Pilgrimages Program:

- Utilize CRM software (Zoho) to manage reservations, generate invoices, and process payments.
- Maintain effective communication with past, present, and potential pilgrims.
- Develop and implement effective marketing strategies to promote the Pilgrimages Program.
- Organize and lead informational events at parishes to attract and sign-up new participant.
- Develop and update program materials: brochures, pilgrim booklets, website/Facebook content.
- Oversee travel reservations, calendaring, and logistics for all pilgrimages.
- Develop new pilgrimage trips including itineraries, calendaring, travel reservations, and logistics.
- Organize and lead one or two annual parties for past, present, and potential pilgrims to gather.

In addition, this position will be responsible to:

- Apprise the executive team of program areas requiring attention and make recommendations.
- Maintain effective relationships with CCC staff, parish staff, and pilgrims.
- Produce high-quality work that meet's CCC's standards for accuracy, timeliness, professionalism.
- Work independently to ensure that all functions are completed in a professional manner.

Required Qualifications

- **EDUCATION/EXPERIENCE:**
 - Bachelor's Degree + eight years' experience in a closely related field (e.g., travel, non-profit).
 - Proficiency using Zoho or similar Customer Relationship Management (CRM) software.
 - Proficiency in handling travel reservations and logistics for groups.
 - Adept at working with an executive team.
 - Marketing expertise.
- **SKILLS:**
 - Top-quality written and verbal communication skills.
 - Ability to work quickly and efficiently to produce top-quality work; excellent organizer.
 - Advanced computer skills, including MS Office.

- **QUALITIES:**

- Independent, self-starter.
- Detail-oriented perfectionist.
- Excellent judgement.
- Problem solver.
- People person.

Desired Qualifications

- Experience with or strong interest in pilgrimages and/or Catholic spirituality and history.
- Familiarity with the work and history of Catholic Charities.

About Catholic Charities of California, Inc.

Catholic Charities of California, Inc. (CCC) is a 501(c)(3) non-profit public benefit corporation. CCC is the state-level office representing California's 12 local Catholic Charities organizations (LCCOs). California's LCCO network is the largest non-profit provider of social services in the State.

CCC applies for and administers statewide and regional social services contracts and grants on behalf of LCCOs. CCC functions as the single point of contact with funders, provides contract management services and operational support to participating LCCOs, monitors LCCO progress on contract deliverables, and works with LCCOs to resolve program and contract issues.