

**Diocese of Sacramento
JOB DESCRIPTION**

Department: Family & Faith Formation
Position: Coordinator for The Gabriel Project
Status: Non-Exempt, Part Time, 20 hours per week

SUPERVISOR: Associate Director for Family and Respect Life Ministry

JOB SUMMARY:

The Coordinator for The Gabriel Project (TGP) will assist in the expansion of the TGP ministry throughout the Diocese of Sacramento. The coordinator will connect with pastors to get approval of the ministry within the parish, provide parish team training, and provide continued support to the parish team through quarterly support gatherings, annual gathering, workshops, retreats, etc. The coordinator also assists the Associate Director with Respect Life gatherings and campaigns.

ESSENTIAL FUNCTIONS:

- Serve as main contact and coordinator of The Gabriel Project (TGP), ensuring that services and updated referrals are provided to TGP parish miniseries.
- Responsible for answering the helpline, training of volunteers, organization, volunteer recruitment and support for Parish Gabriel Projects, a pregnancy help ministry.
- Provide TGP parish committee members with:
 - educational opportunities twice per year
 - quarterly support gatherings
 - Annual TGP Leaders Gathering
- Work with volunteers and Parish Staff in maintaining material assistance inventory at Parishes.
- Support the Associate Director in coordinating Large Events, advocacy and campaigns such as: Annual Respect Life Gathering, spiritual retreats, training/workshops, Respect Life month in October and Roe vs. Wade Anniversary Mass in January, and Advocacy campaign.
- Perform other duties as assigned by the Associate Director

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree or equivalent in pastoral ministry, theology, social work, marriage and family counseling, and/or related field.

Experience: Minimum of three years' parish ministry experience related to marriage, family & respect life.

Language: Bi-lingual (English/Spanish) preferred.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE