



Diocese of Oakland Job Description

Title:	Life and Justice Ministry Coordinator
Division:	Chancellor
Department:	Faith Formation and Evangelization
Reports To:	Director, FFE
Subordinates:	None – Supervises Rachel’s Vineyard Coordinator, Detention Ministry Coordinator, Immigration Services Support Staff (East Contra Costa County)
EEOC Classification:	Full-Time, Exempt
Salary:	\$74K - \$94K (E-5 classification)

AMBASSADOR FOR MISSION

The Life and Justice Ministry Coordinator will exemplify Bishop Barber’s mission “To know Christ better, and make him better known”, while supporting the effective implementation of the Diocesan vision and plan to ensure the Diocesan offices as well as priests and parishes have mutual ownership over the direction and plans for the future.

Primary Function

In conjunction with the Bishop, the mission of the Diocese of Oakland and the Director for Faith Formation and Evangelization, the Life and Justice Ministry Coordinator will promote protect life initiatives, work to advance social justice, and alongside parishes, put into practice the Church’s vision for greater respect for life and Catholic social teaching. This position will evaluate and set up parish level structures to facilitate delivery of direct services and referrals to parishes.

The Life and Justice Ministry Coordinator will represent the Diocese with key Catholic social service and advocacy organizations including, Catholic Charities of the East Bay, Catholic Relief Services, California Catholic Conference, US Conference of Catholic Bishops, and the Catholic Campaign for Human Development. The Office for Life and Justice includes the ministerial areas of: Respect Life, Social Justice (any social issue), Restorative Justice/Detention Ministry and Hospital Ministry.

Duties and Responsibilities

Maintain contact with parish staff, life and justice volunteers in parishes, high schools and ethnic centers, and resource them with current programs, materials, and service opportunities.

Provide life and justice training, consultation, workshops, and materials appropriate for parish leaders including priests, deacons, religious, catechists, lay ecclesial ministers, and adult learners.

Support key national and statewide Catholic legislative networks and diocesan and parish-based organizing efforts on social issues such as, assisted suicide, abortion, mass incarceration, public safety, immigration reforms, etc.

Promote and coordinate the work of Catholic Relief Services and the Catholic Campaign for Human Development within the Diocese of Oakland.

Connect with broader life and justice and public policy coalitions, and in consultation with the Bishop and Moderator of the Curia, help develop policy positions that are relevant to the mission of the Catholic Church locally, nationally, and internationally.

Oversee and support After the Choice Post-Abortion Healing Ministry and the Gabriel Project (a parish-based ministry supporting pregnant women in crisis), Detention Ministry, and Hospital Ministry, as needed.

Maintain ongoing awareness of cultural and theological conversations that inform life and Catholic social teaching issues through professional reading and networking with colleagues in other dioceses.

Send regular newsletters and alerts and manage website and social media accounts.

Resource departments of the diocese around Catholic social teaching as needed.

Provide financial management as needed, including writing grant proposals, narrative and budget reports and implementation.

Other duties as assigned, consistent with the responsibility level of a Coordinator.

Education and Experience

A Practicing Catholic who supports, lives, and communicates the teachings of the Catholic Church.

Bachelor's degree in theology or a related field; master's degree preferred.

Understanding of and respect for the teachings of the Catholic Church, particularly in the areas of life and Catholic social teaching.

Familiarity with local, state, national, and international social justice and public policy issues relevant to Catholic social teaching.

Three (3) to five (5) years' experience in life and justice work, and articulating social policy grounded in and in conformity with Catholic teaching.

Skills and Abilities

Excellent communication, organizational, and administrative skills.

Proficiency with Microsoft Office Suite.

Fluency in spoken and written Spanish, preferred.
Ability to attract and effectively supervise volunteers.

Other Required

Valid CDL and verification of auto insurance.
Availability to work evenings and weekends as needed.

This is a full-time, 37.5 hour per week position and includes full diocesan benefits, including health, dental/vision, sick and vacation accruals, life insurance, short- and long-term disability, as well as retirement contribution of 8% of salary into the Lay Employee Retirement Plan among other benefits.

Interested candidates please submit letter of interest and resume to:

Gloria Espinoza
Director of Human Resources
gespinoza@oakdiocese.org

Deadline to apply: October 13, 2023