



The Roman Catholic
**Archdiocese of
Washington**

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the archdiocese is seeking a Program Associate for the Office of Cultural Diversity and Outreach.

The Program Associate of the Office of Cultural Diversity and Outreach will be responsible for increasing the vitality of the cultural diversity of the Archdiocese of Washington. Responsibilities include administration of engagement and outreach programs in support of increasing multicultural representation, with a focus on Black Catholics, in The Roman Catholic Archdiocese of Washington. The Program Associate will support annual Masses, ethnic celebrations, and formation activities across the archdiocese, with particular attention on those activities that promote engagement and evangelization in the Black Catholic community. The Program Associate provides administrative support for the OCDO.

- Supports the creation, socialization, and implementation of the annual OCDO pastoral plan.
- Coordinate the annual liturgies and celebrations that highlight the gifts of our culturally diverse communities.
- Serve as a liaison from the Central Pastoral Administration to parishes and groups that work with culturally diverse communities.
- Prepare material for social media platforms that educate and inform parishioners about cultural diversity within the archdiocese and represent the Archdiocese of Washington at national gatherings of Black Catholics.
- Assists other offices of Pastoral Ministry and Social Concerns with evangelization initiatives by serving on special program committees.
- Assist with the development of materials to include brochures and toolkits in support of the Pastoral Plan and other archdiocesan initiatives.
- Create and administer postings on social media using a pastoral voice.
- Provide assistance in research, writing and design of all ordinary educational and pastoral materials.
- Collaborate to create training resources for parish pastoral planning, pastoral leadership, and adult faith formation.
- Support programs and outreach to diverse communities with a focus on Black Catholics throughout the archdiocese.
- Advocate for, and be a bridge to, resources that improve the spiritual and social needs of Black Catholics and joining those needs with the mission of the entire archdiocese—sharing Christ in and through the Church.
- Identify leaders in our ethnic communities, develop ongoing and regular communication with

them, and implement a vision for the training of lay leadership in multi-cultural parishes.

- Liaison and Associate for the OCDO Black Catholic Committee ensuring that their ministry program is robust and in alignment with the annual Pastoral Plan.
 - Administer the bi-annual process for consultation with the Black Catholic Committee and community for dialogue and input for the annual Pastoral Plan.
- Track, analyze and report annual parish statistical data, related to census and Sacraments, for culturally diverse parishes to enhance advice and support provided to Pastors.
- Identify, recommend, and procure resources and materials to support and revitalize Black Catholic ministry.
- Administer communications with clergy and committees on behalf of the OCDO, Associate for Flock Notes.
- Provides administrative support for the collaboration with the National Black Catholic Congress, the African National Eucharistic Congress, USCCB Sub Committee on African Affairs, National Association of Black Catholic Associates.

Knowledge, Skills, and Abilities

- Outstanding human relations skills and ability to work well with others.
- Demonstrated ability to effectively handle difficult situations.
- Excellent written and oral communication skills.
- Excellent presentation and facilitation skills.
- Effective team player with strong interpersonal, communication and customer service skills.
- Effective multi-tasker
- Able to work with time-sensitive deadlines
- Must be able to handle confidential and sensitive information.
- Proficiency in Microsoft Office (Excel, Word, Power Point)

Education and Experience

- Must be a practicing Catholic who supports the teachings of the Catholic Church.
- Bachelor's degree in a related field (Theology, Marketing, Communications) or an equivalent combination of education/experience.
- Three to five years of experience in church ministry or nonprofit program administration capacity.
- Experience with Microsoft Office and social media

Please forward your resume and letter of interest to:

Lisa Calla-Russ (calla-russl@adw.org)