

Assistant Director, African American Affairs (Full Time)

Department-Office-Secretariat: Secretariat of Cultural Diversity in the Church

Date Posted: September 18, 2023

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Reports to and assists the Executive Director in coordinating efforts at the national level to support the bishops' ministry toward ethnic and culturally diverse communities, with particular emphasis on African-American communities. Assists the Executive Director in developing and strengthening USCCB's capability to respond to cultural diversity goals and building intercultural competence in ministry. Assumes day-to-day responsibility for administrative aspects of the Secretariat and assists the Executive Director in devising a system for facilitating the Secretariat's functions, preparations for committee, sub-committee, and staff meetings and reports as required by the General Secretary and other USCCB departments. Contributes to the Bishops' strategic plan for the Conference. Demonstrates willingness and ability to understand, respect, and contribute to the USCCB mission and to fulfill job duties following its Catholic identity.

Type and Nature of Professional Experience:

- Experience in managing and leading a non-profit organization with a record of accomplishments in program development,
- Staff development
- Fiscal management, including supervising budgets.
- Commitment to corporate diversity.
- Experience in diversity initiatives and cross-cultural work environments.
- Workshop/conference design, leadership, and a writing portfolio are required.

Other Specialized Training: (i.e., word processing, personal computer, knowledge of the Catholic Church, etc.)

- Computer skills
- Cross-cultural communications skills (including writing and public speaking)
- Organizational planning and supervision
- Knowledge of the Catholic Church, teachings, structures, and practices.
- Experience working with culturally diverse communities and familiarity with pastoral and social issues that impact the culturally diverse groups represented in the department.

Master's degree or equivalent Major Field/Specialty: Pastoral Ministry, Theology, education, Social Sciences, Humanities, or a related field

Number of Years Required: 7 years of related work experience