

**Associate Director, Ad Hoc Committee Against Racism (Full Time)**

**Department-Office-Secretariat:** Secretariat of Justice and Peace

**Date Posted:** January 21, 2025

Under the direction of the Chairman and Ad Hoc Committee Against Racism, and under the supervision of the Executive Director, the Associate Director advances the USCCB mission and the Bishops' priorities and plans and directs the efforts of the Ad Hoc Committee Against Racism. This work is carried out in collaboration with the Executive Director, Directors and Associate Director of the Secretariat working together as a team with final responsibility, authority and accountability resting with the Executive Director. The Associate Director works in an integrated way with the entire Secretariat for Justice and Peace to collaborate in carrying out the Bishops' work in support of the dignity of the human person and against the sin of racism.

Serves as the lead staff to the Ad Hoc Committee Against Racism which seeks to teach about and to witness to the intrinsic dignity of the human person as an antidote to the grave sin of racism. The Ad Hoc Committee explores and implements concrete solutions to address the racism that still pervades our society and our Church today and works in collaborative ways to strengthen the response of all people to this evil.

The Associate Director supports the Ad Hoc Committee in living out its mandate and helps to promote and implement the bishops' strategic plan for the Conference.

The Associate Director must be a practicing Catholic, registered in a Catholic parish, who embraces, upholds and promotes in every aspect of his/her work the authentic teaching of the Catholic Church.

**Continuing Responsibilities:**

1. Serves as lead staff to the Ad Hoc Committee Against Racism, in collaboration with and under the supervision of the Executive Director, including:
  - a. Serving as principal staff contact with Bishop-Chair and other Ad Hoc Committee members;
  - b. Planning, coordinating, and staffing regular meetings of the Ad Hoc Committee and of staff;
  - c. Drafting, and coordinating drafting of, correspondence and more substantial documents for the Chair and Ad Hoc Committee;
  - d. Working with staff and Bishops in other Committees and Offices within USCCB on issues relating to racism, including on pastoral and policy matters;
  - e. Participating in work with academic institutions to advance the Bishops' work to combat racism;
  - f. Participating in communicating the Bishops' work to combat racism to various audiences outside the Conference (the faithful, general public, secular and Catholic academy, etc.)
  - g. Participating in the ongoing development of Conference strategies to combat racism, and of the methods the Conference will use to implement those strategies
2. Representation/Relationships
  - a. Collaborate with staff of the Secretariat for Justice and Peace, especially the Director of Domestic Justice and Human Development, the Catholic Social Teaching Education Manager, and the Communications Manager for Social Mission, to integrate Church teaching about the

dignity of the human person and the sin of racism into the policy, educational and communications work of the Secretariat.

- b. Maintain and build necessary relationships, represent USCCB, communicate policies and strengthen collaboration with national Catholic organizations and other pastoral, policy and advocacy organizations.
- c. Collaborate with interfaith and ecumenical groups to advance the Bishops' work to combat racism;

3. Other Responsibilities

- a. Participate in and contribute to meetings of the collaborating Departments, Secretariats and offices as appropriate;
- b. With appropriate consultation, respond to requests from General Secretariat and other USCCB offices as appropriate;
- c. Undertake other activities as requested to advance the USCCB mission, the Secretariat's work, and the bishops' priorities.

Level: Bachelor's degree required; Master's degree preferred

Language Requirement: (if any) Spanish helpful, but not required

Number of Years Required: 7-8 years

The starting salary for this position is \$100,279. This is the amount to be expected when starting in this position.

The upper limit for this position is \$127,723.