



Employment Opportunity

Date: August 23, 2021

Deadline: September 20, 2021

Position: Associate Director, Department of Social Concerns

Status: Fulltime

Location: Columbus, Ohio – www.ohiocathconf.org

Job Summary:

The associate director for the Department of Social Concerns provides leadership and advocacy for the Conference's activities related to social concerns issues. The position includes convening the diocesan directors of social action (social concerns) and social services (Catholic Charities). The associate director implements statewide responses to the Catholic Church's social teaching. This is done primarily by monitoring, evaluating, and proposing responses to legislative and public policy issues, particularly on the state level, that impact the social needs of persons and the statewide community. Currently, the associate director also works with the executive director in convening directors of public policy of Catholic health systems with hospitals in Ohio. Administratively, the associate director reports to the executive director of the Conference. Departmentally, the associate director coordinates with the chair, vice-chair, and members of the department of social concerns in serving the total needs of the department.

Essential Responsibilities:

- Develops, coordinates, and implements the programs and objectives of the department; proposes plans and programs for advancing the department's needs and interests.
- Staffs department meetings. Such staffing extends to convening, as necessary, other diocesan directors addressing social concerns issues such as pro-life, minority concerns, immigration, prison ministry, rural life, and care for creation.
- Serves as a registered lobbyist with the State of Ohio and represents the Conference and the department within the Ohio General Assembly, in close coordination with the executive director
- Develops and implements a timely and effective communication network among department members, and the Conference at-large, regarding legislative and social justice information. This includes coordination of a legislative network.
- Reviews and monitors federal, state, and local laws, rules and regulations which affect or relate to Catholic social justice teachings and diocesan social concerns agencies and/or programs.
- With the executive director, advises the Board on public policy matters affecting the Church and of concern to the Church at the state level
- Prepares a legislative update for meetings of the Board of Directors
- Networks, as appropriate, with the following groups:
 - United States Conference of Catholic Bishops (USCCB): Department of Justice, Peace and Human Development, Migration and Refugee Services, Justice for Immigrants, Secretariat of Pro-Life Activities and Office of Government Relations.
 - Catholic Charities, USA.
 - National Committee for a Human Life Amendment (NCHLA)
 - Catholic Relief Services.

- Ohioans to Stop Executions (OTSE) and Catholic Mobilizing Network Ending the Death Penalty.
- Catholic Climate Covenant.
- Other faith-based and/or community groups promoting the same issue(s) as the CCO.
- F.E.M.A. (allocation board for Ohio emergency assistance funds);
- Other state Catholic Conferences.
- Maintains and develops the department's resource and research needs concerning social justice related issues.
- In consultation with the executive director, responds to the media regarding social justice issues on which the Church or the Board of Directors has a stated position.
- Submits department matters requiring a policy decision to the executive director for referral to the Board of Directors
- Submits departmental matters requiring legal analysis to the executive director for referral to the Conference's legal counsel
- Performs other duties as assigned by the executive director

Other Job Responsibilities:

- Serves as coordinator for the CCO website and E-FOCUS electronic newsletter
- In conjunction with the executive director, convenes public policy directors from the Catholic hospital systems serving Ohio.
- Networks, as appropriate, with Catholic health-related groups including the National Catholic Bioethics Center and CHA

Job Qualifications:

- Understanding of the Catholic Church and commitment to its teachings; willingness to contribute to the mission of the Catholic Conference as an interdiocesan agency serving the Catholic dioceses in Ohio
- Strong understanding of and commitment to Catholic social teaching
- Ability to function as a registered lobbyist in the State of Ohio and to advocate on behalf of the Church before the General Assembly and agencies of state government
- Ability and willingness to work both independently and collaboratively and to interact with individuals and groups
- Strong interpersonal and organizational skills
- Strong skills in oral and written communication and understanding of social media as a communications tool

Education:

Bachelor's degree is required with educational background in the social sciences (political science, social work, public administration, or economics) and/or theology is preferred. A master's degree in the social sciences or theology is desired.

To Apply:

Send letter of interest, resume, and three references to: Kathleen Finnegan admin@ohiocathconf.org