



THE FRANCISCAN COALITION FOR JUSTICE AND PEACE
A MINISTRY OF THE CATHOLIC COMMUNITY OF ST. FRANCIS OF ASSISI

Franciscan Coalition Program Development Coordinator

Mission & Vision: The Franciscan Coalition for Justice and Peace is the unifying vehicle for the peace and justice ministries of the Catholic Community of St. Francis of Assisi. The Coordinator of Program Development assists in the fulfillment of the parish mission to “reach out in a special way to those who hunger and thirst for human dignity: the poor, suffering, and oppressed people in our community and in our world.”

Position Title: Coordinator of Program Development

Reports To: Director of Pastoral Ministries

Hours, Required Duties, & Benefits: This is a full time, professional, ministerial position. The typical work week will be a minimum of 40 hours a week and professional employees are expected to work whatever hours are necessary to complete their work. The work is to be done primarily at the church campus; this is not a position that can be done effectively from home. The position requires irregular hours including evening hours and periodic weekend hours; compensatory time off is granted to offset evening and weekend hours. The parish office hours are 8:00 AM to 5:00 PM and are the hours worked when not taking comp time. The person in this position is required to participate in the Pastoral Staff’s ministry of *Staff Presence at Liturgy* when scheduled; to attend the staff meetings as designated; and is eligible for the benefits outlined in the Employee Handbook.

Primary Objectives: The Franciscan Coalition endeavors to foster a center for social action and contemplation where members of the faith community can live out their baptismal call to build a kingdom of justice and peace. Working collaboratively with the Director of Pastoral Ministries and Franciscan Coalition Ministry Resource Coordinator, the Coordinator of Program Development will empower parishioners to live out this call – where their deepest passions and gifts meet the world’s greatest needs – through:

- Overseeing *The Poverello Fund*, a benevolence fund of the Franciscan Coalition which provides opportunities for St. Francis parishioners to meet the needs of their neighbor through innovative charitable programs, systemic advocacy campaigns, unique awareness efforts, and other lay-led efforts to promote justice, peace, and the integrity of creation.
- Developing, organizing, and implementing parish *Peace and Justice Education* efforts ranging from issue-specific study circles, to Catholic Social Teaching workshops, to advocacy/community organizing trainings, to the Coalition’s “Sojourns for Justice” speaker series.
- Developing resources and opportunities for formation around the *Spirituality of Justice*, including but not limited to monthly prayer services and semi-annual retreats.

Responsibilities:

- Manage and oversee all aspects of *The Poverello Fund* granting cycle, including the call for proposals, review and approval of proposed projects, fund allocation, and evaluation/assessment. (0.5 FTE)
- Foster pioneering leadership and social entrepreneurship among SFA parishioners and Coalition ministers to affect sustained social change through lay-led justice and peace initiatives.
- Host relevant workshops and training sessions to facilitate lay leadership in forging new approaches and implementing new ideas to affect social change.
- Develop, organize and implement Coalition *Peace and Justice Education* opportunities, promoting Catholic Social Teaching and its relation to pressing social issues through an array of forums.
- Establish a connection between life and learning to facilitate social action among individuals and small Christian communities at SFA, working collaboratively with the SFA Evangelization Ministry Group.
- Cultivate a robust *Spirituality of Justice*, helping SFA parishioners to see social action as a response to the liturgical “sending forth” – an extension of the “source and summit” of our faith – sustained by prayer.
- Develop and disseminate high-quality communications, utilizing cutting-edge technologies (including email marketing, Coalition websites, YouTube, podcasts, and eye-catching printed materials), to convey the social mission of the church and opportunities to live out this mission in and through the Coalition.
- Advance high-level Coalition initiatives to comprehensively address pressing social concerns.

Qualifications/Requirements:

- Bachelors degree required, with advanced degree in theology (or related field) strongly preferred.
- Thorough, working knowledge of Catholic Social Teaching and its application to a wide scope of contemporary social issues.
- Expertise in parish-based social ministry, community organizing, advocacy, charity, and education for justice and peace.
- Demonstrated experience in large budget and/or grant management and administration.
- Exceptionally strong writing and public speaking skills, with experience in motivating and mobilizing constituents.
- Strong technological proficiency, including PC literacy, utilization of electronic communications, desktop publishing programs, PowerPoint presentations, web-based communications tools, and working knowledge of A/V equipment.
- Experience with leadership, strategic, and operational planning/implementation.
- Time and information management skills, with strong attention to detail.
- Self starter who is also respectful of team goals and processes.
- Flexibility and ability to work evenings and weekends.

Application review begins June 9th and continues until July 4th.

Projected start date: TBD.

To apply for the position, please send:

- A cover letter stating your interest
- Your resume
- Professional references

Email all materials to: coalition@stfrancisraleigh.org

