

**Job Posting Form
Diocese of Buffalo**

Date Posted: 7/31/2017

Send completed application to: Ann Zilliox
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: azilliox@buffalodiocese.org

Type of Employment: Summer: Part-Time: Full-Time:

Job Title of Open Position: Associate Director

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Lifelong Faith Formation

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

The Dept. of Lifelong Faith Formation promotes a vision of evangelization and catechesis that emphasizes the role of family and the parish community in order to form disciples. The associate director provides leadership to parish leaders in their use of the diocesan curriculum for adolescent catechesis and formation for confirmation and promotes customized approaches that meet diocesan standards and the needs of the parish community. Leadership formation and program development is also provided.

Qualifications: Required Education/Experience

- Bachelors in theology, ministry, or related; Master preferred.
- Five years demonstrated leadership experience in a parish or Catholic institution with an additional 2 years pastoral experience in a Catholic institution if graduate degree is not in a related field.
- Fully initiated Catholic and participating member of a Roman Catholic faith community;
- Knowledge of and support for the teachings of the Roman Catholic Church, especially the Catechism of the Catholic Church and current Church documents as they pertain to evangelization and catechesis;

Desired Skills

- Demonstrated effectiveness as a facilitator/presenter with adults;
- Knowledge of effective learning/teaching methods with adolescents and adults;
- Ability to maintain confidentiality;
- Digital formation and social media skills desired.
- Ability to travel throughout the Diocese of Buffalo and work occasional evenings and weekends.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**