

## Job Posting Form

Date Posted: 9/8/2016

Send resume & application to: Ann Benzel  
Diocese of Buffalo  
795 Main Street  
Buffalo, NY 14203  
E-mail: [abenzel@buffalodiocese.org](mailto:abenzel@buffalodiocese.org)

Job Title of Open Position: Pastoral Administrator in Campus Ministry

Salary: Commensurate upon experience/education Salary will be: Hourly

Employer: Diocese of Buffalo Part-Time – 5 hours per week

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: [www.buffalodiocese.org](http://www.buffalodiocese.org)

### **Brief Job Description**

The Pastoral Administrator for Campus Ministry will support the campus ministries and Newman Centers in Erie and Niagara Counties via three specific areas of responsibility: administration, formation and leadership development. This person will insure accurate sacramental records are maintained on all campuses - public and private. This person will provide continuing education and spiritual formation through annual events and develop leadership opportunities for students active in these ministries. This person will also help develop a plan for outreach to college campuses in the metro area that currently lack Newman communities. This person will work in collaboration with relevant diocesan ministries to accomplish these goals.

### **Qualifications: Required Education/Experience**

- Currently serves in campus ministry within Erie or Niagara County. Master's degree, preferably in theology or pastoral ministry, with familiarity in canon law related to marriage and experience with inspection of sacramental records. Demonstrated ability and/or understanding of how to plan and conduct formation events - retreats, conferences. Must be a fully-initiated Catholic and participating member of a Roman Catholic faith community.

### **Desired Skills**

- Excellent leadership ability with communication skills, pastoral planning ability; skills for arranging and coordinating events, and ability to persuade and collaborate. Excellent organizational skills and ability to manage multiple projects. Expressed respect and concern for professionals in campus ministry with ability to travel for meetings in Erie and Niagara Counties - day, evening or weekends. Must possess computer skills, including proficiency in MS Word, Excel, Publisher, Access and PowerPoint, and social media usage.

E.O.E.

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