

Job Posting Form

Date Posted: 1/17/2017

Send resume to: Ann Benzel
Diocese of Buffalo
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Buffalo, NY 14203
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Type of Employment: Summer: Part-Time: If part-time, # of hours per week 15-20 Full-Time:
Job Title of Open Position: S. Tier Planning Coordinator

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

Employer: Diocese of Buffalo Department Lifelong Faith Formation

Location Address: TBD - location negotiable, some time at 795 Main St. Buffalo 14203 required.

Employer website: <https://www.buffalodiocese.org/lifelong-faith-formation/welcome>

Brief Job Description

The part-time faith formation planning coordinator will have primary responsibilities to support parishes in the S. Tier of the diocese (S. Chautauqua, S. Cattaraugus, and Allegany Counties). The S. Tier Planning Coordinator provides guidance to parishes to develop vibrant parish faith formation programs according to the diocesan standards. The Planning Coordinator will provide on-site consultations, training programs as needed, and curate resources to assist the parish catechetical leaders and pastors to better engage families and the entire parish community in lifelong formation. Applicants from S. Tier of the Diocese of Buffalo are encouraged to apply.

Qualifications: Required Education/Experience -

- Bachelor's degree in theology, ministry or related preferred.
- 1-3 years relevant Parish Experience in Religious Education or related ministry.
- Basic knowledge of the Catholic Faith, demonstrated through participation in catechist formation or other educational programs.
- Appreciation of the 21st Century Church and its challenges to catechesis including family life, technology, cultural realities, and the new evangelization.
- Practicing Catholic, engaged in the life of their home parish.
- Reside in the S. Tier of the Diocese of Buffalo, desired, but not required.
- Able to travel throughout the diocese.
- Ability to working evenings, weekends, and occasional holidays.

Desired Skills

- Demonstrated oral and writing communication skills
- Demonstrated skills presenting to adults.
- Computer literacy with experience using social media.
- Organization
- Ability to project and maintain professionalism at all times.
- Able to work independently from a remote location.

EOE

How to apply: by Mail or E-Mail, no later than 2/15/2017

The Diocese of Buffalo Uniform Application is to accompany Resume.