

St. Patrick Catholic Community
10815 North 84th Street
Scottsdale, AZ 85260

TITLE: SOCIAL JUSTICE & OUTREACH ASSOCIATE

POSITION REPORTS TO: DIRECTOR OF PASTORAL ACTIVITIES

HOURS: PART TIME NON-EXEMPT: 20 HOURS PER WEEK

DURATION: TEMPORARY – JULY 1, 2019 THRU JUNE 30, 2020

PURPOSE AND SCOPE:

- In collaboration with SJ&O Team, responsible for supporting the overall smooth operation of the Social Justice and Outreach Ministries area in a mature, efficient, and professional manner, maintaining confidentiality, preparing reports on time to meet established deadlines.

DUTIES OF THE JOB:

- Maintains and builds, as deemed appropriate, relationships with community services with which SPCC is already involved which match the goals of this vision; networks with existing social ministries in the larger community in order to establish relationships through which SPCC can appropriately collaborate with and support these ministries.
- Participates as a member of the Emergency Assistance Ministry (EAM) in the areas of intake interviews, needs assessment, and short-term assistance for provision of emergency assistance to those in need within the parish boundaries, and coordinating with the Social Service Agency for Scottsdale, Vista del Camino, as appropriate for long-term case management.
- Assists The Director of Pastoral Activities with the raising of issues to the community which reflect the message and challenge of the Gospel and the Church's social teaching, encourages a response based on this information, nurtures SPCC members into social ministries, and helps mentor those discerning how best to use their time and talent to serve the larger community and work for justice.
- Gains and maintains an up to date understanding of state and national legislation, establishes a legislative liaison, and encourages the involvement of the community in advocacy roles as appropriate.
- Maintains the Justice SJ&O Google calendar.
- Plans, facilitates and evaluates marketing strategies for Justice SJ&O activities.
- Schedules and submits bulletin articles and flyers to keep the parish community informed of 'Justice' social justice issues and ministry activities and events.
- Assists the following St. Patrick ministries: Refugee Team, Advocacy Team, Employment Support, Fair Trade, Family Promise, Just Coffee, St. Matthew Tutoring, Valley Interfaith Project, Tax Credit and Welcome to America.
- Assists in Justice and Charity activities as appropriate and attends the monthly SJ&O Core Team meeting.
- Assists with SJ&O administration tasks.
- Performs any other position-related tasks as deemed necessary or assigned by Pastor.

JOB SPECIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must have basic knowledge of management and administration; must have knowledge of trends in the fields of social justice and outreach ministry; must have budgeting and fiscal sense; must be computer literate.
- Must be able to work under pressure; must initiate, be creative and anticipate solutions and be able to work with differing personalities; must be able to work under frequent interruptions; must be able to work within team ministry; must be able to vision and create objectives to meet vision.
- Must have flexibility in dealing with all types of personalities; must be accurate in finances and statistical data; must be dexterous in organizing programs.
- Must possess good leadership skills, including: collaboration, facilitating, active listening, good oral and written communication.
- Minimum of a Bachelor’s degree in Theology, and/or Social Work with theology courses or related experience.
- Two (2) years of experience in social justice work.
- Be current in Church theology.
- Complete and Maintain Diocesan Safe Environment Training as required by the Diocese.
- Knowledge of all diocesan guidelines and procedures.
- Must be available to work nights, and/or weekends as required to perform duties.
- Must possess a valid Arizona Driver’s License and own personal transportation.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g, emergencies, changes in personnel, workload, rush jobs, technological developments, etc.)

The hiring of an employee does not create a contractual relationship between the employee and the employer, except those employees who have a valid, written individual employment contract, or Ministry Agreement signed by the proper hiring authority of the employer, for a specified, fixed term of employment. The employer-employee relationship is known technically as “employment at will” where either the employee or the employer can terminate the employment relationship at any time for any reason. This relationship implies no guaranteed or contractual obligation.

I understand that the duties described above are in direct relationship to my personal and professional growth in and understanding of Christian Disciples in Mission.

I, the undersigned employee, acknowledge that I have **received, read, understand and accept all of the requirements and responsibilities of this position.** I also understand that my job performance will be evaluated on all areas of the job description as written.

Employee: _____

Date: ___/___/___

Supervisor: _____

Date: ___/___/___

Pastor: _____

Date: ___/___/___