



CATHOLIC PRO-LIFE COMMITTEE

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE Civic Action Director **DEPARTMENT** Ministries
DATE July 2012 **LOCATION**

GENERAL INTRODUCTION

The position of Civic Action Director exists primarily to assist with carrying out the mission of the Catholic Pro-Life Committee specifically as it relates to pro-life advocacy efforts. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

The part-time Civic Action Director position entails approximately 5-10 hours per week (with occasional weekends) for a volunteer, or with a modest stipend available. Reporting to the Director of Ministries, the Civic Action Director manages the Civic Action Ministry (CAM) to address advocacy and legislative activities. The primary objectives of the CAM are to advocate for pro-life legislation, train grassroots citizens in effective advocacy, and provide voter education. The CAM develops and implements strategies for accomplishing these objectives primarily through public education and interaction with elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and manage Catholic Action Team volunteers, including conducting meetings to share information and plan events
- Plan and oversee Civic Action conferences and seminars during election cycles (e.g., Render Unto Caesar Conference and Responsible Voting Seminars)
- Coordinate Advocacy Day (Texas Legislative session) involvement from Dallas on behalf of the CPLC
- Provide Legislative Action Alerts and updates for inclusion in CPLC communications
- Coordinate public advocacy or informational campaigns on behalf of the CPLC
- Provide, and direct voters to, Church-approved educational materials and sites during election cycles
- Coordinate voter registration drives with Parish Pro-Life Coordinators when appropriate
- Proof and obtain approval from the Director of Ministries of all documents and messages generated on behalf of the CPLC
- Network with local, state and national organizations with compatible goals, including, but not limited to, the Texas Catholic Conference, the National Committee for a Human Life Amendment, and the USCCB Secretariat for Pro-Life Activities
- Perform other duties as a CPLC staff member or as assigned by the Director of Ministries

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KEY QUALIFICATIONS

- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Ability and desire to support the mission of the Catholic Pro-Life Committee and the Church
- Active membership in a parish/faith community in good standing with the Church
- Demonstrated experience in, knowledge of, and enthusiasm for the legislative and public policy advocacy processes
- Understanding of and compliance with the Diocese's Safe Environment Program

OTHER SKILLS AND EXPERIENCE

- Ability to take the initiative on matters of concern to the CAM
- Above average verbal and written communication skills
- Ability to organize and lead projects and group efforts

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Committee may be required to perform duties outside of their normal responsibilities from time to time as needed.