



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Education Director	DEPARTMENT	Ministries
DATE	May 17, 2019	LOCATION	Office from home / various locations in Diocese of Dallas

GENERAL INTRODUCTION

The position of the Education Director exists primarily to assist with carrying out the mission of the Catholic Pro-Life Community. 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

Part-time position reporting to the Executive Director, the Education Director oversees the operations of the Speakers Bureau and Youth For Life programs of the Catholic Pro-Life Community. The Education Director assists in strategically planning and implementing education-related initiatives of the CPLC, manages conferences sponsored by the CPLC in collaboration with the Multicultural Department, and ensures all information presented is accurate and in keeping with the teachings of the Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Managing the operations and staff employed in CPLC's Speakers Bureau and Youth For Life programs;
- Strategic planning for growth and development of the Education Ministry in collaboration with the Executive Director;
- Researching, developing, and updating presentations on chastity and life-issue related topics, and presenting on those topics to adults and youth;
- Developing, planning and executing regional conferences in collaboration with other ministry staff and partners, including biannual Do No Harm Series and Teach4Life seminar;
- Providing trainings for volunteer speakers and youth leaders, and assisting other ministries in training their volunteers as needed;
- Management of ministry budget;
- Representing the Education Ministry at both national and international conferences;

KEY QUALIFICATIONS

- Bachelor's degree (degree or certification in education, theology or catechetics a plus),
- Excellent communication skills (speaking and writing),
- Strong organizational skills and attention to detail,
- Ability to work cooperatively with good people skills,
- 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 Community and the Church,
- Active membership in a parish/faith community and in good standing with the Church,
- Understanding of and compliance with the Diocese's Safe Environment Program.

OTHER SKILLS AND EXPERIENCE

- Good interpersonal skills,
- Comfortable and capable as a public speaker,
- Prior experience in pro-life ministry strongly preferred,
- Experience as an educator and/or ability to speak Spanish a plus,
- Skills in Microsoft Office (Word, Excel, Power Point),
- Reliable transportation, and
- E-mail and Internet access.

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 Community may be required to perform duties outside of their normal responsibilities from time to time as needed.