CATHOLIC PRO-LIFE COMMUNITY
RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Director of Multicultural Ministries	**DESCRIPTION**	Full-Time (40 hrs), Exempt, Salaried
DATE	October 2022	**LOCATION**	Central Office in Addison

GENERAL INTRODUCTION

This key leader is responsible for establishing and developing relationships within the various cultural communities in the Diocese of Dallas. The position of Director of Multicultural Ministries exists primarily to connect the Mission of the Catholic Pro-Life Community (CPLC) with the various cultural communities.

SUMMARY OF POSITION

Reporting to the Executive Director, the Director of Multicultural Ministries leads the CPLC in ways to embrace multi-cultural support of the Gospel of Life by being the Liaison of Hope and Help to a wide array of cultural communities within the Dallas Diocese. The Director of Multicultural Ministries works to develop pro-life awareness and action in various ethnic communities, such as: Hispanic, Black/African American, Brazilian, Indian, Asian (Filipino and Vietnamese), and others. The Director of Multicultural Ministries assists in the development of multicultural volunteers, materials, and content used by other CPLC ministries; supervises and reviews the performance of the Multicultural Ministries Department and its cultural community leaders. The priority ministry of the department will be the Hispanic Pastoral Ministry considering the large Spanish-speaking population in the Diocese. The Multicultural Ministries Director will seek knowledge and background about each culture and share the Gospel of Life while respecting distinctive traditions, customs and languages as all are seen as members of the same universal Catholic family of God. This position will work with Diocesan Cultural Diversity Office in building relationships among the different cultural communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the development of Respect Life Ministries within ethnic communities recognized within Diocesan Parishes that support ethnic (or multi-language) liturgies.
- Designs and coordinates parish and CPLC resources for Hispanic Pro-Life Cultural Events such as Bella Vida and Pasos Por la Vida.
- Assists CPLC Education Ministries in the development of content, recruitment of foreign language volunteers, and promotion of talks/lessons at multicultural parishes, schools, and facilities.
- Assists CPLC Youth and Young Adult Ministries in the development of content, recruitment of foreign language volunteers, and promotion of youth and young adult pro-life activities at multicultural parishes, schools, and facilities.

- Supports cultural community leaders and their members by communicating frequently in person and by phone and e-mail; encouraging them by word and action in their pro-life mission and tasks; actively listening, collaborating, and problem-solving; and guiding and supervising the various cultural groups and their leads in achieving successful results in the pursuit of their respective goals.
- Initiates and/or guides various cultural communities in the Multicultural Ministries Department and volunteers to acquaint them with CPLC and diocesan policies and procedures.
- Works with each cultural community leaders in the Multicultural Ministries Department, Director of Finance and Operations, and Executive Director to develop and maintain a yearly budget and propose new expenditures, when needed.
- Functions as the liaison with the Marketing and Communications department to assist in the design and messaging used for ministry promotions and announcements.
- Functions as the liaison with the Development Department to assist in the creation of grant requests and special events to support the ministries.
- Monitors and approves all appropriate expenditures made to each cultural group budget and submits them to Director of Finance and Operations and Executive Director.
- Performs periodic reviews of the goals and effectiveness of each of the cultural group in the Multicultural Ministries Department and makes recommendations to the Executive Director and Director of Operations.
- Presents comments, views and suggestions made by cultural communities in the Multicultural Ministries Department and delivers department reports at Administrative Team Meetings.
- Functions as a liaison to clergy and various cultural communities within the parishes with the CPLC Parish Engagement team.
- Represents the mission and the Multicultural Ministries of the CPLC to other ministry partners, organizations, and dioceses, as appropriate.
- Submits regular status reports to Executive Director.
- Attends functions and performs other duties as called for by Executive Director.

KEY QUALIFICATIONS

- **Passion for Protection of Life.** A heartfelt desire to join a community of love and dedication to the most important cause – Life. The Catholic Pro-Life Community doesn't just do pro-life work as some hobby to be squeezed in when we have time, but as the very heart and soul of our quest for justice in this world.
- **Proven Communication Skills.** Excellent written and verbal communication skills that allows you to be goal-oriented without being aggressive. This includes the ability to communicate through individualized personalization beyond traditional broad-based mailings and social media campaigns. A high level of proficiency in standard Microsoft Office, Email, and Social Media tools is needed to facilitate these personalized communications. Spanish fluency in oral and written form is essential to this position as well as significant experience within the Hispanic culture.

- **Natural Relationship Skills.** An ability to make a good first impression through a positive combination of professionalism, trustworthiness, and an honest appreciation for other people. A pleasant demeanor and kind appearance. Handling interpersonal relationships with discernment and empathy.
- **Dedication to our Community.** The willingness and ability to demonstrate the values of the CPLC by consistently and positively serving as a "face" of the CPLC to the Diocese of Dallas and the broader pro-life community. Acceptance of the teachings of the Church, especially the teachings on life issues. Active membership in a parish/faith community in good standing with the Church. Compliance with all Safe Environment requirements of the Diocese of Dallas and the CPLC.
- **Teachable and Adaptable.** Willing to learn and adapt your experience in relationship-based fundraising events within the context of the culture and mission of the CPLC. Ability to work effectively with individuals at all levels of the organization and community
- **A Proven Leader.** Ability to motivate and lead staff and volunteers to achieve the desired goals. This requires a continuity of direction that begins with planning and defining key approaches, providing hands-on demonstration and knowledge transfer, and learning and optimizing based on actual performance.
- **Foundational Experience.** Demonstrated ability to achieve designated goals through individual contribution and team-oriented solutions. College degree, preferably in business administration or equivalent experience. Proficiency in multiple languages is a plus but Spanish language is essential.

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.