



**Job Title:** Director of Family & Life

**Location:** Catholic Center

**Reports To:** Chancellor & COO

**FLSA Status:** Exempt, Salaried

**Last Revised:** April 2024

**Summary:**

The Director of the Office of Family & Life assists the Bishop in the development and delivery of ministry in the areas of marriage preparation, marriage support and enrichment; Catholic family support and enrichment; ministry for life issues from Conception to Natural Death; and advocating for Catholic Social Teaching. The Office works with other diocesan department directors, parish pastors, staff, and volunteers, and other appropriate community organizations to identify ministry needs within the Diocese and to subsequently assist the Bishop in meeting those needs.

**Duties and Responsibilities:**

- Study and assess ministerial needs across the diocese in the areas of marriage, family, and general life matters and develop programming to meet those needs
- Lead and manage the delivery of ongoing programming, ministries, and events. This may include:
  - Support ministries for surviving divorce
  - Ministry for those with loss of child
  - Ministry for those with loss of spouse
  - Marriage preparation
  - Marriage enrichment
  - Pregnancy Care Services Support
  - Foster care/Adoption awareness & support for families
  - Support for expectant moms and families
  - Other Ministry offerings mindful of Diocesan-wide needs
  - Support of ministry planning and steering groups
  - Direct assistance with ministry growth
  - Ordering and tracking ministry supplies
- Seek, develop, and nurture capable, goal-oriented volunteers, leaders and ministry groups to assist in the delivery of marriage, family, and life ministries
- Provide service and support to priests, deacons, and laity in the areas of marriage, family and life
- Represent the Diocese of Evansville locally, regionally, and nationally as necessary
- Plan and coordinate aspects of annual events. This may include:
  - Securing event location, caterer, speakers, diocesan representatives
  - Creating event marketing and awareness
  - Overseeing event registration, income and expenses



- Set up, tear down
- Ordering supplies
- Department Budgeting and Stewardship of Dept. funds
- Facilitate and participate in various meetings in fulfilling the Director's position
- Maintain expertise in the areas of responsibility
- Represent Jesus Christ, the Catholic Church, the Bishop and diocesan leadership in a positive manner
- Maintain a collaborative, pro-growth attitude toward ministry

### **Qualifications and Requirements:**

- Practicing Catholic in good standing.
- Bachelor's Degree in Social Work, Psychology, Education, Catholic Theology, or relevant field. Master's Degree in relevant field preferred
- Minimum five years of leadership experience, program development, or ministry experience.
- Budgeting and department expense management experience
- Ministry, program, event oversight experience
- Understanding of Catholic Social Teaching
- Understanding of basic stages of the life cycle
- Working knowledge of Word, Excel, Canva, PowerPoint, Adobe, and various other communicative tools very preferable
- Excellent organizational and planning skills.
- Strong oral and written communication skills and ability to effectively express ideas and opinions in order to achieve positive outcomes.
- Ability to effectively and successfully manage and prioritize multiple projects and adjust to shifting priorities.

Applicants must be practicing Roman Catholic and exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)