



National Catholic Partnership on Disability

www.ncpd.org

Position Description

Job Title: Manager, Programs and Outreach

Reports To: Executive Director

FLSA Status: Exempt

Payroll Status: Regular Full Time

Position Summary:

Develops and coordinates effective community outreach, programmatic, and distribution strategies for reaching Catholic (arch)dioceses, parishes, and the disability community, to support meaningful participation of individuals with disabilities in the Catholic Church and society. The successful candidate will engage and/or enrich existing relationships especially to represent a diverse population of Catholics in the United States, reaching out across cultural and linguistic boundaries and identify opportunities and best practices.

Requirements:

Educational Level: M.A. in Theology, Pastoral Studies, or Special Education preferred; BA in Theology, Special Education, or related field, plus 3-5 years experience as a teacher, catechist, Parish Catechetical Leader or diocesan staff

Major Field/Specialty: Theology, Pastoral Studies, Religious Education, Special Education or Disability Studies

Foreign Language Requirement: Spanish

Essential Duties & Responsibilities:

1. Programs, Training, and Consultation
 - a. Work with Executive Director, Director of Diocesan Relations, and the Manager, Special Projects to identify, develop, and deliver programs, training, and consultation services
 - b. Offer workshops and other training to varied audiences on catechesis, disability ministry and cultural diversity
2. Resource Development
 - a. Work with the Manager, Special Projects to develop various (multi-cultural, catechetical) online, print, and video resources

- b. Edit NCPD monthly electronic newsletter, *NCPD E-NEWS*
3. Outreach and Promotion
 - a. Develop and implement work plans and programs to improve the outreach and distribution of NCPD's resources, programs and services. Create a measurement system to evaluate the efficacy of these methods.
 - b. Identify and represent NCPD at targeted program events that have been selected as opportunities to extend our outreach.
 - c. Initiate contributions to social media and website
 - d. Manage outreach to diverse communities
4. Ensure Cultural Diversity
 - a. Work "horizontally" across the organization, acting as a contributor and consultant to NCPD staff, Boards and Councils ensuring appropriate cultural sensitivity and applicability of our work
 - b. Work with NCPD Director of Diocesan Relations to ensure that our databases also reflect diversity and establish multi-cultural points-of-contact to promote meaningful participation of people with disabilities.
 - c. Oversee translation of existing materials, extending NCPD's Spanish-language materials
 - d. Work with other NCPD staff to prepare written materials for marketing, grant or program reports, and other outcome-based purposes
5. Other
 - a. Assist Executive Director and Manager, Special Projects in researching and writing grant proposals and assist with other development efforts
 - b. Serve as liaison to NCPD Council on Intellectual and Developmental Disabilities (CIDD), NCPD Board committees
 - c. Carry out other responsibilities as assigned

Qualifications:

- Sound knowledge and understanding of Catholic Church theology and structure, and willingness to faithfully represent the teachings of the Catholic Church with integrity in word and action.
- High-level, strategic understanding of social change and progressive movements related to disability concerns, backed by direct experience with grassroots efforts.
- Demonstrated knowledge or experience in cross-cultural, faith formation, disability, and social justice related fields. (Will consider applicants pursuing part time master's degree work).
- Ability to work independently, creatively, prioritize workload, intersect cross-culturally, well organized, etc.
- Ability to maintain confidentiality and show prudence in handling sensitive information.

- Ability to follow established policies and procedures.
- Ability to collaborate with peers, colleagues and others to achieve mission goals and objectives.
- Ability to build relationships and coalitions with external partners.
- Process management and project management skills.
- Catechetical experience including planning and conducting faith formation meetings, presentations and workshops.
- Experience in multicultural settings. Interest and ability to work with a variety of constituencies, including officials, immigrants and community-based organizations.
- Knowledge of and experience with translation and interpreter services in print and media formats.
- Excellent Spanish-Language (native speaker) and English-Language written and oral communication skills including the ability to diversify approach.
- Bi-cultural/multi-cultural Church and societal personal experience.

Skills and Proficiencies:

- Experience with the following populations: Hispanic, disability community, immigrants, and refugees.
- Extensive knowledge of Catechesis.
- Possesses research and project management skills.
- Skilled with modern desktop publishing software specifically Microsoft and Adobe products as well as cloud-based applications (Eventbrite, etc.) and social media. Proficiency in Microsoft Word, Excel, PowerPoint, Access, Internet, Outlook, etc.
- Native-language fluency in Spanish.
- Exhibit intercultural competence (knowledge, attitudes and skills) understood as the capacity to communicate, work and relate across cultural boundaries.
- Personal Characteristics:
 - **Act Ethically:** Understand ethical behavior and business practices and ensure own behavior is consistent with these standards and align with the values of the organization.
 - **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
 - **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Excellent diplomacy skills and ability to converse easily with Church officials, pastoral staff, individuals with disabilities and family members, and members of diverse cultures.

- **Focus on Needs of “Stakeholders”:** Anticipate, understand, and respond to the needs of internal and external stakeholders (i.e., (arch)diocesan, parish, CDF Board, NCPD Board, partners, etc.).
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization and Planning:** Set priorities, develop a work schedule, implement action plans, monitor progress towards goals, track details/data/ information/ activities, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Travel: Available to travel at least one time per month to meetings, workshops, diocesan visits, conferences, and other events approved by the Executive Director.

Location: National office in Washington, DC preferred; candidates unable to relocate to Washington, DC area will be considered if available to travel once per quarter to headquarters as determined necessary by the Executive Director.

Salary range: \$40,950 - \$44,850

Benefits: Health, dental, 403(b) contribution, parking

To apply:

Send letter of interest, resume and references to Janice Benton via:

1. **Email** to jbenton@ncpd.org and bdolan@ncpd.org
Subject line – Application for Manager, Programs and Outreach
Deadline – Emailed by Monday, March 7, 2016

- **OR** -

2. **Mail to:**
 Janice Benton
 NCPD
 415 Michigan Avenue, NE
 Suite 95
 Washington, DC 20017
Deadline – postmarked by Friday, March 4, 2016