



**The Diocese of Corner Brook and Labrador**

**Employment Opportunity:**

**Director for their Office of Evangelization and Catechesis**

**Position Description:**

- Coordinate and support the Faith Formation and Evangelization Efforts in the Diocese.

**Details:**

- Assessment of programs and methods.
- Providing training, support and resources to those involved in Faith Formation & Evangelization.
- Administer the day-to-day running of the Office and the Resource Centre.
- Administer the Diocesan Responsible Ministry Policy for those involved in ministry.
- Oversee and update the diocesan website, Facebook Page and You-Tube Channel.

**Knowledge and skills:**

- Demonstrates the ability to integrate faith and life.
- Combines a strong knowledge of catechesis and faith development with experience leading others to Christ.
- Is detail oriented, organized and able to multi-task.
- Possesses strong facilitating, interpersonal and communication skills.
- Demonstrates discretion, professionalism, initiative and problem-solving abilities.
- Incorporates a sound understanding of documentation software with a working knowledge of multi-media platforms (Websites, Facebook, You-Tube).

**Education and Experience:**

- Fully initiated and practicing Catholic.
- A degree/certificate and/or experience in catechesis or youth ministry.
- Must provide a comprehensive criminal record check.
- A Driver's License and automobile.

**Application deadline: April 30, 2021**

For a more detailed Job Description, inquiries or to make an application contact:

Diocesan Hiring Committee, 469 Curling St., Corner Brook, NL, A2H 3K8

Or phone Catherine Jordan at (709) 639-7073