



Diocese of Salt Lake City Job Description

Job Title: Part-time Director/Liaison **Date Revised:** 02/13/2024

Department: Government Affairs/Communications/
Peace & Justice Commission /CRS/CCHD **FSLA Status:** Exempt

Supervisor: Vicar General

Work Days: Two Days per week on average, **Hours/Day:** 7.5 on average
except during the 45 days of Legislature
(some Saturdays and evenings in order to
cover work schedules)

Summary:

The Director is responsible for furthering the social justice mission of the Catholic Church through education, advocacy and collaboration with Catholic parishes, government leaders, and the community at large. The director also works with national Catholic partners to further the global social mission of the church.

Responsibilities:

- Serve as a member of the Diocesan Pastoral Center Staff, responsive to expectations as delineated by the Diocesan Directives policy manuals, the Bishop, and the Vicar General.
- Advise and consult the Bishop on public policy matters at the state, local and national levels.
- Must be a practicing Catholic who shows commitment to a parish and willingness to abide by the Code of Conduct (Appendix A of the Pastoral Directives).
- Communicate positions on political issues to elected officials, government agencies, parishes and the public as appropriate.
- Serve as a registered lobbyist with the State of Utah on behalf of the diocese.
- Monitor and evaluate legislative proposals, attend the annual forty-five day session, special sessions and monthly interim committee meetings of the state legislature where proposed bills affecting priorities of the diocese may be discussed, provide written and oral input to committees presenting Catholic concerns and positions.
- Develop and maintain a diocesan advocacy network to engage parishioners in the social mission.
- Represent the diocese on appropriate local, state and national committees reflecting diocesan priorities.

- Collaborate as appropriate with church and community groups on legislative issues of mutual interest and issues of life, justice and peace.
- Serve as the first contact for media representatives on issues related to public policy or Catholic social teaching on life, justice and peace.
- Develop and maintain vibrant communications through multiple mediums with the Catholic community and general population regarding issues of life, justice and peace.
- Affiliate with similar national Catholic organizations.
- Organize and manage the Peace and Justice Commission, conduct periodic meetings as time allows.
- Coordinate periodic diocesan workshops, seminars and conferences on Catholic social teaching, advocacy, parish social ministry and related topics.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures, and familiarity with Church documents on life, peace and justice issues.
- Knowledge of and demonstrated ability to bring the Catholic Church's scripture, tradition and social teaching to bear on social analysis.
- Familiarity with the governmental process, awareness of the responsibility of various levels of government, and working knowledge of Catholic Church, local, regional and state organizations, committees and civic and education groups.
- Understanding of linkage among direct service, education, advocacy, action and empowerment.
- Excellent written, organizational and interpersonal skills
- Ability to present Catholic social teaching to various audiences.
- Belief in the public participation process.
- Ability to establish and maintain working relationships with diverse religious and moral value groups and media contacts.
- Ability to utilize social media platforms, Microsoft offices programs.
- Bachelor's or higher level degree in political science, public administration, law or related area. A practicing Catholic leader who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A.Code of Ethical Standards *Pastoral Directives*).