



DIOCESE OF LUBBOCK

4620 Fourth Street • Box 98700 • Lubbock, Texas 79499-8700
(806) 792-3943 • Fax(806)771-7660 • www.catholiclubbock.org

MEMORANDUM

This is the official notice of an open position in the Family Life Office. According to Diocesan Policy, current employees must be notified first of such openings. The Family Life Office is directed by the Executive Director of the Pastoral Center.

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| Opening Date: | January 1, 2010 |
| Closing Date: | Open until filled. |
| Job Title: | Family Life Director or Directors (in case of a married couple) |
| Salary/Benefits: | Wage commensurate with experience, Health & Dental Insurance, Sec 125 (Cafeteria) Plan,403(b) Plan with employer matching, Vacation and Sick Time according to Pastoral Manual |

The Roman Catholic Diocese of Lubbock, headed by Bishop Plácido Rodríguez, CMF, desires to attract a professional and experienced Director (s) of Family Life. The individual or married couple will be a resource person(s) to parishes in carrying out the family life initiatives of the Diocese. The Family Life Director(s) will report directly to the Finance Officer and Executive Director of the Pastoral Center.

DUTIES

The Family Life Director(s) will use personal initiative and creativity to initiate programs within the Diocese of Lubbock dealing in the following areas: implement a Diocesan Marriage Preparation Program as well as Natural Family Planning; implement a Diocesan Marriage Enrichment Program; implement a Diocesan Parenting Education and Family Enrichment Program; and implement a Diocesan Care giving to persons separated, divorced and widowed and their children program. The four programs will be developed and implemented in accordance with the Mission Statement of the Diocese of Lubbock as well as other diocesan departments, which is to help the 62 parishes of the Diocese integrate these programs at their parish level of service to their parishioners and at the Deanery level.

QUALIFICATIONS

The ideal candidate(s) must have at least 5 years experience in a similar position with a record of progressive and relevant accomplishments as well as working successfully with diverse constituencies and client groups. Experience within a public or not-for-profit organization is desired but not necessary. Experience in the ministry of Family Life or a related ministry within the Catholic Church is a plus. The candidate(s) must possess a willingness to understand the structure of Catholic Church and the role and ministry of the Bishop. A practicing Catholic with experience and involvement at the local Catholic parish level would have an advantage. The successful candidate(s) will be energetic and results-oriented with the ability to multi-task. Administrative and organizational skills; an ability to work as a team player; excellent written, verbal and public speaking skills; planning and organizational skills; proficiency with information technology; and ability to maintain confidentiality are all required.

The position requires an undergraduate degree in Public Administration, Business Administration, or field related to Family Life. An advanced degree such as an MBA or PhD is highly desired but not necessary. Bilingual in Spanish is a plus. Working knowledge of computer and software including Microsoft Office Suite is highly desired. Salary is commensurate with education and experience.

We will gladly consider nominations for this position. We invite interested candidates to mail, email, or fax in confidence, a resume that must include a cover letter, salary history, and list of references at the earliest convenience to Diocese of Lubbock Human Resources, P.O. Box 98700, Lubbock, TX 79499-8700; aocanas@catholiclubbock.org SUBJECT: Director of Family Life Office; (806)771-7660 (fax with coversheet). Information on the diocese is on the diocesan website at www.catholiclubbock.org.