

**Location of Position:** Catholic Pastoral Center-Upper Valley  
**Position:** Associate Director - Family Life Office  
**Classification:** Full Time, Exempt  
**Department:** Family Life Office  
**Supervisor:** Director of Family Life Office

**Job Summary:** The Family Life Office Associate Director, along with the Office Director, promotes family ministry throughout the Diocese by providing resources in the areas of marriage preparation and enrichment, seeking ways to promote the well-being of all families, and by reaching out to the various apostolic services in the Diocese that focus on families.

**Job Relationships and Supervision:** The Associate Director's position is within the general supervision of the Moderator of Education and Formation, Catholic Pastoral Center - Upper Valley. The Associate will report directly to the Family Life Office Director. The Associate also collaborates with other Diocesan Offices and parish staffs.

**Qualifications:**

- Committed to the teachings of the Catholic Church.
- A Bachelor's Degree in any of the following fields: social work, sociology, psychology, or a related field
- At least three years of recent experience in family education or a related field.
- Ability to relate to people of diverse family background, experience and education.
- Understand group dynamics and ability to work with groups
- Ability to communicate effectively in English and Spanish
- Knowledge of and recent association with parish community life
- Ability to train adults

**Job Elements:**

Marriage Preparation:

- Coordinates and/or presents workshops to train parish couples for marriage preparation and marriage enrichment ministry.
- Provides continuing education and resources to clergy, sponsor couples, and engaged encounter presenting couples to enhance marriage preparation.
- Consults regularly with parish staff responsible for marriage preparation.
- Coordinates Diocesan Marriage preparation and marriage enrichment Programs
- Assists pastors to strengthen their ministry in the areas of marriage preparation , marriage enrichment, ministry to troubled marriages, marriage education, and parenting

Family Life Perspective

- Promotes family consideration and involvement in all aspects of parish community life
- Promotes and maintains contact with parish Family Life Liaison through workshops and as resource person
- Assists in the preparation of the monthly Diocesan newsletter inserts

- Acts as resource person to parishes implementing the Diocesan Marriage Preparation Guidelines
- Encourages, supports and promotes the work of all known groups working with families in the diocese.

#### Administration

- Become familiar with the administrative operations of the Office
- Act in stead of Office Director as designated
- Maintain necessary records to fulfill responsibilities and duties

**Salary:** Salary commensurate with experience.

**Working Conditions:** The position is for full-time employment, averaging 40 hours per week. It requires some evening and weekend work. The use of a personal automobile is required, with mileage reimbursement for work related purposes.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Interested qualified applicants should submit a cover letter with resume via email to [gtrevino@cdob.org](mailto:gtrevino@cdob.org). Please indicate job title on subject line.