



Diocesan Job Description: Associate Director for Marriage & Family Ministry

Archbishop Noll Catholic Center (Fort Wayne)

5/10/19

Part-Time or Full-Time Position (weekdays; frequent evenings & weekends)

Reports To: Secretary for Evangelization & Discipleship and Director for Marriage & Family Ministry

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

Job Summary:

This position provides support for and collaboration with the Director for Marriage & Family Ministry.

Essential Functions/Job Responsibilities:

- Furthers the mission of the secretariat in the evangelization of adults, especially young adults, with regard to marriage preparation, marriage enrichment, family spirituality, parenting formation, support for families who experience a difficult prenatal diagnosis or pregnancy/infant loss, and ministry to divorced Catholics.
- Primary responsibility is to provide support and assistance in the Fort Wayne area of the diocese to the Director for Marriage & Family Ministry with regard to planning, promoting and implementing events and programs, giving presentations, working with individuals and couples, facilitating support groups, and helping with office Facebook page, monthly newsletter and ministry websites.
- Assists with particular tasks or initiatives within the Secretariat as directed by the Secretary.

Specific Job Skills/Qualifications

- Practicing Catholic, and in good standing with the Church
- Thorough knowledge of Catholic teaching on marriage, sexuality and family life required
- Excellent verbal and written communication skills
- Proficiency in MS Office and basic website maintenance skills



- Excellent organizational skills and ability to prioritize responsibilities
- Well-developed interpersonal skills
- Ability to collaborate and maintain excellent working relationships with diocesan and parish leaders
- Critical thinking-ability to evaluate relevant information, recognize potential issues for concern, recognize alternatives, and reach logical conclusions
- Ability to take initiative, work independently, and must be able to meet deadlines for work projects.
- Ability to maintain confidential information
- Fluency in both English and Spanish preferred

Education/Preferred Work Experience

- Bachelor’s Degree required; M.Div. or MTS preferred.

Physical Demands

- Regularly spend time sitting and using office equipment and computers.
- Regularly need to set up spaces and materials for meetings or conferences.

Signatures

This job description has been approved by:

Secretary for Evangelization & Discipleship _____

Date _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee (Print) _____

Employee (Sign) _____ Date _____