Open Position Notice

Date: August 4, 2015

Position Title: Director of Faith Formation

Agency/Office: Office of Faith Formation

Work Schedule: Full Time

Position Requirements:

The Diocese of Providence is seeking a Director of Faith Formation to coordinate, develop and evaluate religious education programs for adults, young adults and children throughout the State of Rhode Island. The Director will oversee a staff of 4 -5 employees whose mission is to implement programs and annual events that are consistent with catechetical goals. The Director will assist in the recruitment of Parish Directors and Coordinators of Faith Formation as well as provide opportunities for training and development. This person will assess and develop an appropriate online and social media presence. Finally, the Director will represent the Diocese at several national organizations including the United States Conference of Catholic Bishops, the National Catholic Education Association and the National Conference of Catechetical Leadership.

The well qualified candidate will be a practicing Catholic with a strong commitment to the church and all of its teachings. They will hold a graduate degree in religious education, pastoral studies, theology or the equivalent. This person will have 5 – 10 years of experience in a Catholic parish, school, or diocesan agency and proven communication skills in public speaking, documentation and interpersonal relations. Supervisory experience, overseeing an office and remote staff of at least 3 or more employees is required as well as travel throughout the state and weekend and evening hours as necessary.

Interested applicants should send a cover letter, resume and references to: John Bittner, Director of Human Resources, Diocese of Providence, One Cathedral Square, Providence, RI 02903 or email jbittner@dioceseofprovidence.org