Open Position Notice

Date: July 27, 2015

Position Title: Director of Pastoral Planning

Agency/Office: Diocesan Administration Corp.

Work Schedule: Full time

Position Requirements:

The Diocese of Providence seeks a Director of Pastoral Planning to work in a strategic planning role with parishes throughout the state. Specifically, this person will compile, review and present parish life and ministerial information to Pastors and the Most Reverend Bishop. The Director will perform regular “Mass Counts” to determine trends in Mass attendance throughout the Diocese, report on findings, compile necessary statistics, make recommendations and advise Parish Pastoral Councils. The Director will be the “Public Face” of the Diocese reporting on the goals and on-going activities of the Pastoral Planning Committee and making recommendations to the Most Reverend Bishop.

Minimum Qualifications:
The well qualified candidate will be an active member in good standing of the Roman Catholic Church and have a practical knowledge of planning principles with 5 years of institutional experience preferred. Excellent writing skills required, with the ability to organize/categorize large amounts of information. A skilled facilitator and public speaker who is comfortable presenting information is also required.

Other Job Requirements:
- Master’s degree in related field
- Proficient in MS Office including Word, Excel, etc.
- Weekend and evening hours will be required as needed.
- Travel throughout the state.

Submit cover letter, resume and reference letters to John Bittner, Director of Human Resources, 1 Cathedral Square, Providence, RI 02903.