Participant and Outreach Coordinator for Project Rachel Ministry

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the archdiocese is seeking a Participant and Outreach Coordinator for Project Rachel Ministry.

The Participant and Outreach Coordinator for Project Rachel Ministry (PRM), the Catholic Church's healing ministry for those affected by an abortion decision, involves direct service with ministry participants as well as the coordination of events, advertising and awareness efforts.

Assists the Director of PRM with timely and comprehensive care to ministry participants through: phone/email intake and regular follow-up, active listening and support, the maintenance of confidential files, the assessment and recommendation of appropriate referrals and the recording of current statistics. Working closely with the Senior Program Coordinator of PRM, clergy, professional counselors and volunteers, this position functions within a team model of ministry/care and requires familiarity with volunteer management.

This individual must have experience working within professional standards of confidentiality. Assists the director in developing outreach and awareness strategies through all relevant mediums: parish advertisements and workshops, direct mailings, web and social media outreach, newspapers and radio, etc. Coordinate logistics for confidential ministry events: group healing events, clergy trainings and on-going meetings, counselor meetings, volunteer training and on-going formation meetings. In this position, the person is responsible for reserving facilities for all ministry events (training and healing events), registration, and volunteer coordination of healing events and some group facilitation.

Required Education and Experience
Bachelor's degree in the social sciences; 3-5 years of experience working with the pro-life movement, post-abortive women, African American community, Hispanic community, and women in unplanned pregnancies. Practicing Roman Catholic committed to the teachings of the Church.

Knowledge, Skills, and Abilities
Knowledge and understanding of the faith that informs everyday life and work in the ministry. Excellent knowledge of healing from emotional trauma. Ability to value an integrated approach to healing, whereby healing from emotional and/or psychological wounds aids in deeper spiritual healing. Knowledge of the grieving process and experience in grief work. Outstanding listening skills and human relation skills. Ability to work well with others, including diverse cultures. Ability to effectively handle difficult situations. Superb ability to handle confidential and sensitive information. Working knowledge of Microsoft Office Suite; Fluent in English, bilingual in Spanish a plus. Excellent organizational skills desired.