About Catholic Climate Covenant

Catholic Climate Covenant inspires and equips Catholic people and institutions to care for creation and care for the poor. Through and with our 14 national partners, we guide the U.S. Church's response to climate change through education, public witness, and resource development and promotion.

Position Description

Catholic Climate Covenant (CCC) is looking for a full-time Director of Programs to oversee our education and public witness programs. This position will work closely and collegially with the Program Manager and Project Manager in the development and resourcing of a number of educational programs provided by the Covenant, including our Creation Care Teams, the annual Feast of St. Francis program, the annual Earth Day resources, overseeing the Catholic Climate Ambassadors program and overseeing in the development of a new pastoral training program for priests and deacons. The Director of Programs also assists with the Covenant's ongoing and extensive communications strategy which includes managing the Covenant website, social media, drafting op-eds, working with state partners to produce letters to the editor and other media efforts. The Director of Programs supervises the full-time Program Manager and part-time Project Manager, and the Social Media Manager.

General Responsibilities

- Participates in Covenant leadership team meetings with the Executive and Associate Directors.
- Hires and organizes the individuals and subcontractors necessary to complete the various tasks and programs as well as coordinates all schedules.
- Ensures that all educational and public witness projects move forward in a timely, cost-effective manner, making changes and adjustments as necessary.
- Produces and coordinates a calendar of high-profile media opportunities for the Covenant and its partners including the U.S. Conference of Catholic Bishops.
- Supervises state-level Covenant contractors.
- Motivates and monitors progress of work performed by project staff.
- Serves as a key resource for project information and resolves problems or questions referred by internal and external sources.
- Works collaboratively with Covenant partner organizations and other Catholic agencies on advocacy and media work.

Job Qualifications
Education: Master's Degree in theology, education or related field preferred
Experience: 5 - 7 years of related experience
Supervision: Experience in staff supervision

Skills

- Excellent verbal and written communication skills
- Proactive self-starter, with ability to coordinate multiple high-detailed, deadline-sensitive projects
- Ability to work both independently and collaboratively within a team-oriented environment
- Highly motivated, enthusiastic and creative problem solver
- Knowledge of the structures and teachings of the Catholic church in the United States
- Familiarity with parish or school settings
- Familiar with the ecological teachings of the Church, including the Pope's recent encyclical, Laudato Si', On Care for our Common Home
- Demonstrated passion for justice
- Active listening skills
- Refined and proven judgment and decision making skills
- Able to solve complex problems
- Flexibility in assisting with other organization-wide projects and priorities

Benefits

- Salary, commensurate with experience
- Minimum of 2 - weeks paid annual vacation depending on experience
- 12 holidays per year
- Health and Dental insurance

How to Apply

Please email a resume and cover letter to info@catholicclimatecovenant.org with the subject line "CCC Director of Programs Application."