Associate Director of the Parish Evaluation Project
Parish Evaluation Project
Milwaukee, Wisconsin
414/483-7370 – pep@pitnet.net

Job Description & Qualifications
(Fulltime Position starting September 1, 2016)

Partnership Skills:
- Is able to work as a team member with the other two members of PEP in a relationship of mutual respect, confidence and trust
- Works in partnership with the director, Tom Sweetser, SJ
- Is able to support and give accurate feedback to co-workers in a constructive manner
- Manifests interpersonal skills in working with individuals and groups, whether in written form, over the phone or in person
- Believes and supports the shared wisdom and decision making models used by PEP in the Parish Assessment and Renewal (PAR) process, in teaching and various workshops
- Is able to adapt quickly to various situations and cultures, gaining people’s trust and confidence
- Enjoys frequent travel and is interested in exploring new places and locations (Travel includes 17 days away from home five times a year for the PAR process and ten pre-meetings and follow-up PAR weekends throughout the year.)
- Is creative in solving problems, both for an entire system and among groups and individuals
- Has passion and energy about taking parishes to the next level, whatever that might be
- Helps coordinate the overall process of parish needs assessments, planning, restructuring, group development and mentoring associated with PAR (Previous involvement in parish ministry and leadership would be helpful but not necessary.
- Is able to speak and understand Spanish

Mentoring Skills:
- Is skilled at listening and seeking understanding when relating with pastors, staffs and leaders
- Is able to interview parish leaders and staff members during the PAR process
- Makes monthly calls to PAR Coordinators during the implementation of the PAR process
- Can coach administrators about how to hold pastors, staffs and leaders accountable and guiding them in how to help others use their time most effectively
- Promotes a sense of shared responsibility and accountability among pastors, staffs, leaders
- Motivates and challenges staffs to greater collaboration and empowerment of parishioners
- Negotiates problem solving, conflict management and reconciliation in parishes
- Is skilled at parish public relations and networking
- Is comfortable addressing large groups, either parish congregations, workshops or liturgies

Organizational & Planning Skills:
- Works collaboratively with the director and office manager
- Is able to collaborate on multiple projects at the same time
- Coordinates all the supplies and resources needed in setting up projects and presentations
- Creates and organizes PowerPoint presentations
- Can help create and edit reports, articles and publications with the director

Spiritual Commitments:
- Faithful to daily reflection and prayer
- Be guided by personal faith and discernment
- Have an understanding of the Catholic Church as involving many facets, leaders and people
- Reflects on matters of faith that influence the direction, pace and approaches to parish life and ministry

2/12/15