

Diocese of Oakland  
Position Description

**Title: Coordinator for Catechetical Formation**

Department: Faith Formation and Evangelization

Reports To: Director, FFE

Direct Subordinates: None

EEOC Classification: Professional/Exempt (E-5), Full Time

Basic Function: In conjunction with the Bishop, the mission of the Diocese of Oakland and the Director of Faith Formation and Evangelization, the Coordinator will facilitate direct services and referrals to parishes and ethnic pastoral centers. This position is responsible for providing leadership, consultation, training, and support for catechists and lay leaders in the Diocese.

- Assists in creating, implementing, and sustaining catechetical formation and programming of the Diocese.
- Participates in the planning, implementation and instruction of on-going formation opportunities both catechists and other lay leaders.
- Participates in the developing and maintaining programs for recruiting, training, evaluating, and recertifying Basic and Master Catechists according to the California Catholic Conference policies. Approves all requests for Basic and Master Catechist Certification of catechists.
- Prepares for and teaches in the Serra Catechetical Institute and School of Pastoral Ministry as well as other catechist formation programs.
- Prepares and/or reviews catechetical curricula for the Diocese; review and recommend textbooks to parishes and schools.
- Provides specific leadership to smaller parish communities especially those who have special concerns.
- Provides a cluster network for Latino and English speaking DREØs for information sharing, planning, vision, support, and to nurture a bridge between communities.
- Networks with pastors and parochial staffs to provide insight regarding the quality of individual programming; to assist in linking catechetical programming into a total and comprehensive formation experience.
- Models a collaborative approach to catechetical programming, ministry, and visioning. Work in solidarity with Latino ministries.
- Plans, collaborates, liaises with Catholic educational institutions to assist in providing programming for leaders in the Diocese.
- Demonstrates the ability to guide, customize, and follow through on all expected responsibilities for effective programs.
- Develops and monitors program/service budget for area/s of responsibility/ties.
- Visits parish catechetical offices to encourage, ascertain needs and concerns, and to provide a diocesan presence to the catechetical enterprise.
- Demonstrates the ability to adapt the program to meet the needs of the Diocese by resolving problems. Answering questions, and addressing concerns promptly and effectively.

- Displays genuine interest and care for the people of the Diocese by honoring their cultural context and personality distinctions.
- Demonstrates the ability to work in a collaborative style in a team environment.
- Drafts correspondences and other documents and papers.
- Utilizes computer graphic software and scanner to design special notices, bulletins, brochures, etc.
- Researches appropriate websites, books, journals, videos for recommendation to Director and other leaders of catechetical efforts.
- May be given various other assignments and projects consistent with the responsibility level and general duties of a Coordinator.

#### Requirements and Preferences

Education Required: Bachelor's Degree in related field; knowledge of Catholic catechetical documents.

Education Preferred: Master's Degree in related field.

Experience Required: Three years of experience in related field.

Experience Preferred: Five years of experience, particularly at a Diocesan level; working knowledge of diocesan, deanery, and parish structures and operations.

Skills Required: Fluent in spoken and written English and Spanish. Excellent communication, organizational, and administrative skills; proficiency with Microsoft Office software.

Skills Preferred: Ability to attract and effectively supervise volunteers.

Other Required: A Catholic who supports, lives, and communicates the teachings of the Catholic Church; ability to provide own transportation; valid CDL and verification of auto insurance; availability to work evenings and weekends if needed.

This is a full-time position, 37.5hrs per week and includes full diocesan benefits.

**Interested candidates please submit letter of interest and resume to:**

Gloria Espinoza  
 Department of Human Resources  
[gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)

**First review of applicants: May 31, 2021**

