

Diocese of Providence Job Description

JOB TITLE: Missionary Discipleship Consultant
DEPARTMENT: Office of Faith Formation
REPORTS TO: Director, Faith Formation

SUMMARY:

The Missionary Discipleship Consultant is a committed disciple of Jesus Christ who will work closely with the Director of Faith Formation and collaborate with other members of the Secretariat to support parish catechetical leaders within the Diocese of Providence. The consultant is responsible for developing and implementing training programs and providing necessary support to help parishes grow as centers for evangelization and ongoing faith formation.

Additional responsibilities may include participating in other initiatives aimed at supporting parishes in understanding and engaging in the mission of evangelization and forming disciples.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and help parishes implement best practices in evangelizing catechesis, with an emphasis on discipleship.
- Facilitate workshops for evangelization and faith formation.
- Coordination of Safe Environment training and record keeping.
- Outreach and communication with pastors and parish leaders.
- Onboarding of parish catechetical leaders.
- Create and implement elements of leadership certification.
- Assist in event planning.
- Other duties as may be assigned.

QUALIFICATIONS:

- A Catholic in good standing, who understands and supports the mission of the Church and of the Diocese of Providence.
- A willingness to be a leader in the evangelization efforts of the Church, including being a witness to one's own relationship with Jesus Christ.
- Bachelor's Degree in Theology, related field, or equivalent.
- Minimum 3-5 years of experience in a diocesan, parish, school, apostolate or similar setting.

- Must have experience and knowledge of the Catholic Faith and the Church's mission for a New Evangelization and a demonstrated ability to lead others to embrace this mission in their own lives.
- Ability to articulate authentic Catholic teaching to adults.
- Proficient in Microsoft Office 365 as well as social networking tools. Experience with Macs a plus.
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Ability to anticipate needs, establish priorities, maintain confidentiality, demonstrate discretion, project a positive attitude, and exercise a high level of professionalism.
- Strong skills in organizing, multi-tasking, and following through in a busy, changing environment.
- Excellent relationship-building skills with a focus on service to others. A high level of energy, creativity and humor. Ability to establish trust and work collaboratively.
- Ability to communicate effectively through e-mail and/or telephone.
- Must possess strong communication skills (both oral and written).
- Strong interpersonal, leadership, and presentation/public speaking skills.
- Ability and willingness to travel throughout the Diocese of Providence.
- Flexible work schedule including nights and weekends.