



NEW JERSEY CATHOLIC CONFERENCE

EXECUTIVE DIRECTOR

A search is underway for the position of Executive Director, who will serve as the chief administrative officer of NJCC and as a spokesperson for the Catholic Bishops of New Jersey on public policy.

The Executive Director also serves as the Bishops' liaison to: Members of Congress, State legislators, and the executive offices of state government. An important responsibility is to enable Catholics to participate in the development of public policy.

QUALIFICATIONS:

The Executive Director must be a practicing Catholic who has a thorough knowledge of and accepts the teachings of the Church and who has a working knowledge of the Catholic Church's operations and diocesan structure.

The Executive Director must possess a high level of oral, written, interpersonal and multimedia communication skills. The Executive Director should also have the following knowledge, skills and experience:

- Demonstrated analytical, organizational and leadership ability;
- Previous employment or volunteer experience in a Catholic entity;
- Knowledge of the structure of the three branches of New Jersey State government and experience working with the legislature;
- A minimum of a baccalaureate degree. A masters and/or a law degree is preferred but not required;
- The ability to read, write and speak Spanish is preferred but not required.

While the Executive Director collaborates with all of the Catholic Dioceses in New Jersey, each diocese is completely autonomous in their work, ministry and administration.

**Please e-mail cover letter, resume, and list of references by
December 1, 2019 to pellis@diometuchen.org.**