

JOB DESCRIPTION

DEPT: Catholic School Department
POSITION: Public Relations & Development Coordinator for Catholic Schools, SUCCEED Program Director
CATEGORY: Exempt
SCHEDULE: Full Time

Supervisor: Superintendent of Schools

Job Summary: To direct and facilitate those development services that support the mission of the Catholic School Department at the local elementary and secondary schools of the diocese as prescribed by diocesan policies, procedures and practices; and to carry out other assigned general duties as needed to implement the Catholic philosophy, goals, and objectives of the Catholic School Department in the service of Catholic education in the Diocese of Sacramento.

Duties and Responsibilities:

- Serves as a resource person for the CSD, pastors, principals and teachers with regard to all development, marketing and public relations issues involving Catholic schools.
- Responsible for coordinating the Development 2000 program and facilitating school participation in the program.
- Works with schools to write appropriate grant requests.
- Develops and oversees Catholic Schools Week activities.
- Works with Diocesan Catholic Parent Council to help organize and coordinate events including meetings of the Board, diocesan-wide events like the Speech Contest, in-services, and orientation for local school Parent Clubs.
- Responsible for news releases for major Catholic School events.
- Works with the SUCCEED Board of Directors and the Catholic School Department to ensure success of its programs including the annual dinner, annual and ongoing fund raising, newsletter production, the Christmas Concert, and all other SUCCEED marketing and public relations efforts.
- Works with the mission effectiveness committee of the Diocesan School Board to design and implement a diocesan-wide marketing campaign for Catholic schools.

Other Responsibilities: As Needed

- Contributes to the Catholic School Department Newsletter.
- Participates on the Diocesan School Board, the Diocesan Catholic Parent Council, and the Principals' Advisory Council.
- Assists with conflict resolution procedures when needed.
- Assists with New Principal and New Teacher Orientation.
- Establishes a schedule for school visitation.
- Serves on diocesan school committees as needed.
- All other duties as assigned by the Superintendent of Schools.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree, Master's Degree preferred.

Experience: Experience in an educational setting as a teacher and/or administrator. Public relations and fund raising experience in a non-profit setting. Experience in making presentations/giving workshops.

Skills/Knowledge: Expertise in group dynamics and human relations. Ability to organize, plan, think creatively and administer programs. Exceptional writing skills.

Working Conditions: Ordinary office hours are 8:30 a.m. to 4:30 p.m. Some evening work (Boards and committee meetings) is required. An occasional weekend event will be held throughout the year. Travel is required and occasional overnight stays are expected. A valid driver's license and access to a vehicle in generally good working condition is required. Appointment is ongoing with annual review.