

**Diocese of Kalamazoo
Position Opening**

Associate Director, Office of New Evangelization

The Diocese of Kalamazoo is seeking a full-time Associate Director for the Secretariat of New Evangelization to develop, oversee and coordinate broad-based catechetical ministries throughout the Diocese of Kalamazoo.

Candidates should possess a degree in a related field with an advanced degree with emphasis on theology, pastoral ministry and catechesis preferred. Must possess experience in adult education and faith formation programming and knowledge of educational development strategies. Excellent management, supervisory, communication, technological and interpersonal skills with the ability to prepare and manage budgets is required. Candidates should demonstrate leadership, resourcefulness and a high degree of flexibility with the ability to do long-range planning and project-management along with creativity to emerging needs, demands and opportunities. Must be a practicing member of the Roman Catholic Church and have in-depth knowledge of the Catholic Church's teachings including familiarity with structure, function and institutions. Fluency in Spanish and English preferred.

Interested applicants should send a cover letter, resume, references and salary requirements to: HR@dioceseofkalamazoo.org.