



WISCONSIN CATHOLIC CONFERENCE

POSITION DESCRIPTION

March 2022

POSITION: Associate Director

OVERVIEW

Under the supervision of the Executive Director, an Associate Director for the Wisconsin Catholic Conference serves as an advocate on matters related to the beliefs, teachings, interests, and mission of the Roman Catholic Church; provides decision makers with research and analysis; meets with diocesan staff; and educates parishioners. As permitted under Wisconsin Statutes s. 111.337(2), preference is for a practicing Catholic in good standing with a strong commitment to the teachings and traditions of the Roman Catholic Church.

MAJOR RESPONSIBILITIES

The Associate Director reports to the Executive Director and:

1. Demonstrates excellent verbal, written, analytical, and interpersonal skills.
2. Upon review and analysis, recommends positions that the WCC might take on specific legislation and proposed regulations by ascertaining whether they advance the mission of the WCC. This includes identifying provisions that may require alteration prior to legislative action and proposing necessary amendment. It also includes general monitoring of legislative and administrative action.
3. Researches and develops initiatives to achieve WCC public policy goals and to advance or protect the teachings of the Catholic Church.
4. Cultivates and maintains rapport with members of the Legislature, legislative staff, and state agency personnel, providing decision makers with studied positions on social and moral issues, including public testimony before government agencies and committees.
5. Works closely with diocesan offices to provide assistance and to foster inter-diocesan communication.
6. Advocates on matters related to the teachings of the Catholic Church, including presentations to parishes and other Church organizations, and is a public representative for the Church's teachings.
7. Represents the WCC in public policy discussions or forums with other advocacy groups.
8. Coordinates the activities of assigned support personnel in planning and executing the above tasks.
9. Assists in preparation of columns and press releases for use by diocesan or secular media. (over)

10. Travels for professional development and to interact with Catholics within Wisconsin's five dioceses. Intermittent daytime and overnight travel is required.
11. Can create and update digital media and is adept at Microsoft Office.
12. Performs other duties and tasks as requested by the Executive Director.

BASIC ABILITY/KNOWLEDGE

- a college degree related to one or more of the following: public policy, Catholic theology and/or Catholic Social Teaching, education, health care, law, or communications
- knowledge of Catholic teaching
- work with a minimum of supervision and a high degree of independence
- think independently and write and speak clearly
- produce writings that adhere to WCC format and style
- give and receive critiques openly and generously
- interact well with diverse individuals
- analyze problems and offer ethical and practical critiques, as well as policy solutions
- public policy experience related to one or more of the following: respect life, education, health care, social concerns, and religious liberty
- general knowledge of Catholic institutions
- knowledge of state and federal government, particularly the Wisconsin Legislature
- Spanish speaking, reading, and writing a plus

Interested candidates should send a cover letter and resume to office@wisconsincatholic.org.
Application deadline is Friday, April 8, 2022.