SECRETARIAT DIRECTOR
Catholic Charities and Social Ministry
Full Time

The Diocese of Providence seeks a Director for Catholic Charities and Social Ministry who will work in conjunction with the Bishop of Providence and the members of his Administrative Board. Under the authority of the Bishop, the Director oversees the fulfillment of the evangelical mission of the Church and, in particular, its social teachings. This includes fostering ministries oriented toward justice, reconciliation, healing, and material assistance in response to the needs of individuals, families, and society at large. Specifically, the Director provides leadership in the areas of hospital and institutional chaplaincy, respect life programs, immigration and refugee services, eldercare, multi-cultural ministries, and other social services. The Director provides sound strategic and managerial direction over these programs and monitors their effectiveness in fulfilling the mission of each program or agency.

The well qualified candidate must be an effective leader with motivational strategies to assist Directors in setting and achieving their goals. This person will exhibit strong communication skills and possess a confident interpersonal style capable of engaging and influencing others. A bachelor’s degree in Psychology, Social work or Theology is required but a master’s degree is preferred. We are searching for a lay Catholic or Religious with a minimum of 10 years Administration/Leadership experience within the Roman Catholic Church and an extensive knowledge of the teachings, especially social doctrine, taught by the Roman Catholic Church, and awareness of the ministries established by it.

Interested candidates should send a cover letter and resume to:
John Bittner, Human Resource Director
1 Cathedral Square, Providence, RI 02903
or via email jbittner@dioceseofprovidence.org