

Holy Cross Family Ministries

Associate National Director of Family Rosary

Holy Cross Family Ministries is a family of Catholic ministries that inspires, promotes and fosters the prayer life and spiritual well-being of families throughout the world. Founded by Venerable Patrick Peyton, C.S.C. in 1942 as Family Rosary and 1947 as Family Theater Productions, our ministry includes the Father Peyton Institutes for the Family since 1996 and Catholic Mom since 2017. HCFM continues the mission of its founder under the sponsorship of the Congregation of Holy Cross.

The Associate National Director of Family Rosary works under the direction of the National Director of Family Rosary and reports directly to him.

Associate National Director of Family Rosary will assist the Family Rosary team in implementing its vision, mission, goals and objectives. He/she bears significant responsibility for the coordination of the daily operations of the mission of Family Rosary USA.

1. Work with the National Director to coordinate activities of Family Rosary USA

- a. serve as “mission assistant” to the National Director.
- b. organize and analyze reports to present to National Director,
- c. organize and keep current files and other administrative functions.
- d. assist with all internal and external communication by phone, email, etc.
- e. provide service as a note keeper at Family Rosary mission meetings.
- f. assist in preparing all agendas for Family Rosary meetings.

2. Assist Director with strategic planning, preparation of ministry programs and annual budgets.

3. Collaborate with the other departments of Holy Cross Family Ministries: especially with Catholic Mom and the Peyton Institute for Domestic Church Life, and also Foundation/Development, External Relations and Marketing, IT, Finance and Human Resources, Family Theater Productions, and all the mission efforts of HCFM to enhance their knowledge and understanding

of the ministry exercised abroad by HCFM. All the areas of HCFM ministries value the importance of working as a team.

Work with HCFM team in the coordination the digital/online mission of Family Rosary, local programs (including the Museum of Family Prayer) and wider mission outreach.

Requirements for the Associate National Director:

1. Bachelor's degree. Effective oral and written communication skills. Catholic theological formation, corresponding to that of a High School Religion teacher or parish Director of Religious Education.
2. Extensive experience in both face-to-face mission outreach and the use of digital media for mission and evangelization.
3. Skills for communicating information and ideas effectively in graphic and video formats
4. Self-management skills for planning, organizing, and adapting to ministry needs.
5. Demonstrates the ability to work as a member of work team in an environment that values humility, zeal, smart thinking and acting.
6. Computer proficiency and willingness to learn new programs and strategies.
7. Interpersonal skills for collaborating with others on tasks and for building relationships
8. Spanish preferred
9. Education in digital communications. Some experience in and willingness to learn empirical research analysis, assessment and reporting results
10. As a mission position, this person should be a practicing Catholic, faithful to Church teachings and discipline. Must possess a knowledge of Catholic teaching, practice and customs, especially family prayer and the Rosary.
11. Enthusiasm and skills for participating in a creative team that is mission, research, data and audience driven.
12. Possesses knowledge of Word, Excel, PowerPoint, Outlook and Microsoft Office 365, as well as social media apps and tools. Possesses knowledge of and experience with photography.
13. Knows, respects and embraces the mission of Holy Cross Family Ministries, Family Rosary, Family Theater Productions, the Institute for the Family and the Congregation of Holy Cross and the Catholic Church.

14. Knows and abides by the policies and procedures, and guiding principles of Holy Cross Family Ministries.
15. The position requires that the person work on site and not remotely, generally.

SALARY AND BENEFITS:

- Commensurate with experience and as agreed upon with Associate National Director.

{This job description is intended to describe the general nature and level of work being performed by employees assigned to this position. Employees will be expected to complete other duties as assigned by their supervisor[s]. Please also see the HCFM Employee Policies and Procedures Manual.}

Please Contact:

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