



Parish Relations Director | Catholic Charities Fort Worth

Are you a persuasive, engaging person? Do you enjoy using these qualities, along with your proactive, assertive tendencies to advocate for and influence others? Have you been described as someone with a high sense of urgency? Do you have an uncanny ability to help people believe that they can achieve goals they never thought possible?

If this sounds like you, keep reading.

Catholic Charities Fort Worth is looking for an **Parish Relations Director** for our Fort Worth, TX office.

What will you be doing?

Engage Faith Communities

You will engage Catholic and non-Catholic churches partners in the mission of CCFW through individualized relationships. This includes clergy, leadership, and key volunteers at CCFW events, supporting services, and being and ambassador for the agency.

Provide Parish Services

You will provide parish services in order for parishes to live out their Gospel call to love their neighbor. This includes training social ministers, parish volunteers, and coordinating service agreements for services within a parish.

Develop Staff into Leaders

You will develop staff into leaders through professional development, personal accountability, Delegating tasks and projects that leverage their strengths, and breaking barriers. You will actively promote staff-led initiatives and ideas and integrate them into the mission of the department.

QUALIFICATIONS

- 5-7 years of experience in program management
- Bachelor's degree (B. A.) in related field
- Master's degree (M. A.) or equivalent preferred
- Proficiency with Microsoft Office
- Catholic in good standing

WORK HOURS AND LOCATION

Regular office hours are 8:00 am to 5:00 pm, Monday through Friday. This position may require flexibility to work various hours and possibly weekends, depending on current program needs.

Location: 249 West Thornhill Drive, Fort Worth, Texas 76115

COMPENSATION AND BENEFITS

Catholic Charities Fort Worth offers a variety of benefits to our staff including medical, dental, vision, and life insurance. Our employees can participate in a retirement plan with a generous match. A progressive paid leave plan allows you to earn more time off the longer you are employed and we provide paid time off for designated holidays. We also offer flexible work schedules and a friendly, supportive environment. This is a full-time, exempt position with a salary range of **\$70,000 - \$76,000**, based on skills and experience.

TO APPLY

For consideration, all applicants must apply and submit their resume and cover letter through the employment page on our website: www.catholiccharitiesfortworth.org. Click on "Employment" to visit our career page. Select the job posting and click the "Apply" button at the top right of the posting. Please complete all fields with relevant information requested. *****Internet Explorer versions 9 & 10 are not compatible with our system. In order to apply, please use Internet Explorer 11, Microsoft Edge, Firefox 45 and higher, Chrome 50.0 and higher, Safari 8.x, or Safari 9.0.**

Applicants must also complete a work traits survey via [this link](#). **Resumes received without being accompanied by a completed survey will not be considered.** Due to the volume of responses, only qualified parties will be contacted. **No phone calls, please.** *Catholic Charities Fort Worth is an equal opportunity employer.*

Please note: Both the application site and work traits survey site require the creation of a user name and password. These are separate sites.

ABOUT US

At Catholic Charities Fort Worth, it is our mission to provide service to those in need, to advocate compassion and justice in the structures of society, and to call all people of good will to do the same. We have been entrusted with a 106-year legacy of doing good and we have set forth a bold goal of ending poverty in our community. Become part of this amazing history and mission by joining an innovative group of dedicated professionals who are helping those in need in our community find new hope.

For more information on Catholic Charities Fort Worth, you can visit our website at: <http://www.catholiccharitiesfortworth.org>.