**TITLE: Associate Director Missions Office**

**Director for Missionary Childhood Association**

**LOCATION:** Diocesan Missions Office, San Diego, CA

**SUPERVISOR:** Director of Missions Office/Society for the Propagation of the Faith

**Office of the Missions, Diocese of San Diego:**

Our Life is Mission: We are embraced and empowered by the local Church in the Diocese of San Diego. We are called to educate, animate, and facilitate mission activity in our local church. We are a bridge to designated Mission churches. We coordinate efforts with the National Office for the Pontifical Mission Societies (SPOF, MCA, SStP).

1. **JOB SUMMARY for Associate Director of Missions Office/MCA Director:**

**Responsibilities:**

* Assists the Director as needed
* Oversees staff in the absence of the Director
* Supportive to staff in the variety of tasks for which they are responsible.
* Greets, welcomes & offers hospitality to our guests and missionaries
* Co-signs on Mission Office Bank accounts (SPOF & MCA)

Occasionally makes Bank deposit

* Prepares Budget & Financial Reports with the Missions Office Book-keeper
	+ Yearly for National Office
	+ Twice a year for local Missions Office Finance Committee
1. **Job Summary for MCA Director:**

**Responsibilities:**

* Full time position in conjunction with the Missions Office Associate Director position with the help of a part-time Administrative Assistant.
* Gives Mission Presentations on theme of “Children Helping Children”.
* Collaborates with Catholic School principals (c 40) in setting dates for mission education
	+ School presentations take place between October and May during school hours
* Collaborates with Directors of Catechetical Ministries (DCM) in setting dates for mission education. Continue to endeavor to reach all 100 Religious Education programs.
	+ Religious Education program presentations take place in the afternoon/evening and weekend morning and/or evenings at the parish
* Represents the Local MCA office to the National Office and other Regional Offices.
	+ There is usually a yearly National Meeting
	+ There is an occasional Regional Meeting.
* Occasionally preach about MCA at parish churches during summer.

**p. 2 Job Summary for MCA Director Continued:**

**Education / Experience:**

* Religious Woman from a Religious Women Missionary Community preferred
* Bachelor’s Degree in Education preferred
* Educational background with elementary school experience
	+ Open to on-going education by participating in short term summer Mission experience to update and plan for the school presentations the following year

**Abilities / Skills:**

* Possess a love for missionary work
* Mission experience preferred
* Relational skills with Principals, Teachers, DCM’s and Pastors
* Maintain relationship with the Diocesan Office for Schools and Office for Evangelization and Catechetical Ministries
* Computer skills’ including use of PowerPoint, Word, Publisher or equivalent program and social media platforms
* Publishes a quarterly newsletter for Principals and MCA coordinators
* Valid driver’s license and automobile
* Speaking /writing /editing skills (Spanish / English important value preferred)

**Current MCA Events Coordinated with the help of administrative assistant/office staff:**

* MCA Recognitions Mass for Imperial County schools (Fall)
* MCA Recognitions Mass and Luncheon for San Diego schools and parishes (Spring)
* Song Writing contest guidelines and deadlines for entries to be submitted
	+ Selection of judges and judging of entries
	+ Arranges for songs to be recorded at a studio
* Local Diocesan Christmas Art Contest in conjunction with the National Office
	+ Arranges for judging and presenting awards for best drawings