

1. The Catholic Diocese of Richmond is seeking a full time Development & Enrollment Director for St. Joseph Catholic School in Petersburg, VA, who will be responsible for the overall planning, management, coordination, and evaluation of the enrollment management, development, communications and constituent/public relations programs of the school, along with activities that create a supportive climate for enrollment and fundraising. The Development & Enrollment Director reports to the Executive Director of the Catholic Community Foundation and works closely with the Principal of St. Joseph School. This position will be located at St. Joseph Catholic School in Petersburg for four days out of the work week, and one day at the Pastoral Center in Richmond. Bachelor's degree in related field strongly preferred, with 3 years minimum related experience in enrollment management, development, sales, marketing, communication, and/or volunteer management. Ability to appreciate and communicate a passion for Catholic elementary education. Demonstrated leadership and effectiveness in developing and accomplishing organizational goals. Must have the ability to build a team, effectively recruiting and managing volunteers. Superior communication skills are required, with an ability to conceptualize and execute strategic plans, along with the ability to interact confidently and effectively with school staff, students, donors, trustees, school administration, the media and alumni. Experience in a parochial school or not-for-profit environment preferred. Please visit www.richmonddiocese.org for a more detailed description of the position. Interested candidates should send a cover letter, resume, and Diocesan Application to Sara Board, Human Resources Coordinator, at jobs@richmonddiocese.org.
2. The Catholic Diocese of Richmond, VA is seeking a Systems Administrator to assist the Office of Information Technology in providing technical and administrative support for Servers, LAN/WAN configurations, network security and user support. Must have a Bachelor's Degree in Information Technology, Computer Science or equivalent work experience along with 1-2 years' experience in systems analysis and systems administration; have knowledge of VMware ESXi, Windows Hyper-V, Active Directory, VoIP, IIS, SQL, Windows 10, and Mac OS; possess working knowledge of TCP/IP, DNS, WINS, DHCP, Ethernet, Routing and Switching and MS Server products; must have an ability to work under pressure, withstand frequent interruptions and meet deadlines; also must possess an ability to help others understand technology by reducing complex technical terminology. Interested candidates should send a cover letter, resume, and completed Diocesan Application to Sara Board, Human Resources Coordinator, at jobs@richmonddiocese.org.
3. The Shalom House Retreat Center in Montpelier is seeking a Full Time Cook/Housekeeper and a Part Time Housekeeper. The Cook/Housekeeper is responsible for preparing and serving breakfast, lunch and dinner, as well as clearing away, tidying and cleaning the kitchen and rooms where food is eaten. Special attention is given to hospitality and meal preparations for our retreats. The Part Time Housekeeper will ensure that the two lodges are always clean, neat, tidy and welcoming, tidying and cleaning bathrooms and bedrooms, and making beds between retreats in the two lodges. For more information about the positions, please contact Dona Poskey, Director, at dposkey@richmonddiocese.org or call (804) 883-6149.

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CATHOLIC DIOCESE OF RICHMOND

Position: Administrative Assistant

Location: Sacred Heart Catholic Church (Norfolk)

Sacred Heart Catholic Church in Norfolk, VA is seeking an Administrative Assistant to provide clerical, administrative and managerial support to the pastor and other staff members and provide reception services for the parish. This is an hourly position for 32 hours per week that includes full diocesan benefits.

The Administrative Assistant will greet and assist all parishioners in a welcoming manner, answer phones and direct calls to appropriate staff, and prepare the weekly bulletin for publishing. The successful candidate will also prepare, transcribe and edit a wide range of written and printed materials including correspondence, lists, reports and posters, website and social networks. This Administrative Assistant will maintain parishioner records and mailing lists via the parish database, record Mass intentions using Excel, and coordinate with the Director of Religious Education to prepare and collect sacramental paperwork, among other duties and responsibilities.

Qualifications: Familiarity with the Mission of the Catholic Church is required; a minimum of three years of relevant experience in a secretarial or office management role; computer competency; Microsoft Office proficiency; database and social network experience; the ability to manage time efficiently, set priorities and work independently and professionally; accurate typing/word processing skills; the ability to compose business correspondence; and the ability to honor and maintain confidentiality.

Interested candidates should send a cover letter, resume and Diocesan Application to Fr. Paul Muyimbwa at frpaul@sacredheartnorfolk.org.

The Virginia Catholic Conference, the public-policy agency of Virginia's Catholic bishops and their two dioceses, seeks applicants for the position of Associate Director. Responsibilities include, but are not limited to: Advocacy of Conference positions to lawmakers, development and delivery of presentations (e.g., testimony at public hearings, speeches, panel remarks and media interviews), policy analysis, research and development, and drafting of alerts and updates. Qualified candidates will demonstrate knowledge of and commitment to Catholic social teaching, interest in legislative advocacy and outstanding written and oral communication skills. A practicing Catholic in good standing is required, as well as an understanding of the operations of the Catholic Church at the parish, diocesan and national levels. Previous advocacy experience is preferable but not required. The position will require some evening and weekend hours. Full benefits available. For consideration, **please send cover letter and resume no later than June 29** to: Jeff Caruso, Executive Director at jeff@vacatholic.org. For a more complete listing of responsibilities, please visit <https://richmonddiocese.org/office/office-of-human-resources/>.