820 Northeast B St., Pullman, WA 99163 Phone: 509.332.6311 l Website: [www.catholiccougs.org](http://www.catholiccougs.org)

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| **Job title** | **Executive Director of Campus Ministry** |

1. **Position Purpose** To bring about the mission which is: to be a light on the hill that fosters an atmosphere of healing, purpose, and hope through Jesus Christ to WSU students. Applicants must be able to take this mission on and promote it on campus. Through this mission the Executive Director of Campus Ministry should be involved with the Intern team and assist the Director in their ongoing operations. They should be prepared to form young disciples as missionaries focused on outreach to Greek students and students involved in WSU Athletic programs.

# Duties and Responsibilities

* 1. Assist the Chaplain in achieving yearly and strategic goals for the ministry.
	2. Supervise the Peer Ministry Team
		+ Oversee social media, online presence, and digital communications with students for the purpose of Evangelization.
	3. Event planning and evaluation
		+ Conduct strategic planning for ministry events with the peer minister team.
		+ Evaluate success and growth opportunities post events.
		+ Events include, but are not limited to:
1. Weekly Damascus Nights, Biannual Retreats, Men’s & Women’s Ministry, Fellowship evenings, Bible study groups, RCIA & Theology Classes.
	1. Lead a two-week summer mission trip.
	2. Assist the director in development of Newman Center.
		* Annual fundraiser events.
		* Mailings.
	3. Empower students to take ownership of their faith.
		* Coach students to be able to lead bible studies, teach classes, and plan events.
	4. Specifically work with Peer Ministers to implement new and creative aspects of the ministry.
	5. Be involved in Sunday liturgy.
	6. Assist in planning and executing events for Football weekends. WSU is a PAC-12 school.
	7. Oversee a staff of three fulltime employees

# Qualifications:

* Practicing Catholic in good standing.
* 3+ years working with campus ministry.
* Experience teaching catechesis (RCIA classes or religious education classes)
* Proficient in Microsoft Office tools and social media platforms.
* Excellent organizational, communication, and interpersonal skills.
* Ability to thrive in a fast-paced, campus environment; flexible, able to work autonomously as well as take direction as needed.
* Excellent delegation skills

# Position Details & Benefits

* Full-time position ten months each year.
* Medical, Dental and Vision (annual eye exam) offered for employees and children only (12 month employees, OR if average 30+ hours per week or a minimum of 1,300 per year) - school/parish pays entire cost of employee’s monthly premium; employee pays same premium amount for one or more children
* Life Insurance - $10,000 term life
* Long-term Disability Insurance – pays 60% of your salary after 90 days if unable to work.
* Sick Leave – 1 day per month
* One Personal Day each calendar year
* Leaves of Absence: Medical and Family Leaves - FMLA, FLA, WPFML; bereavement, jury duty, personal.
* Statutory Benefits: Social Security and Workers’ Compensation
* Gonzaga University Tuition Reduction Plan for selected master’s programs (full-time: 35+ hours per week)
* Retirement Plans:
	+ Employee-paid voluntary tax-sheltered annuity plan (403b) - may enroll at hire date
	+ Employer-paid retirement (401a) (after 1 year of employment) – school/parish contributes 6% of your annual salary

Please submit cover letter and resumes to Fr. Paul Heric: pheric@dioceseofspokane.org

If you have questions, please feel free to contact Fr. Paul Heric at 509.599.8437