

Archdiocese of San Francisco
Project Rachel Coordinator
Job Description

POSITION: Project Rachel Ministry Coordinator (part-time, paid)

REPORTS TO: Director, Office of Human Life & Dignity

SUMMARY: The Project Rachel Ministry coordinator directs the archdiocesan ministry to those who have been involved in abortion. The ministry is a network that includes specially trained priests, religious, counselors, and laypersons who provide a team response of care.

EDUCATIONAL BACKGROUND Preferred: Bachelor's Degree in Social Sciences, Pastoral Ministry, Theology, Evangelization & Catechesis, Communications, or similar. Fluency in Spanish helpful.

REQUIRED: Catholic in verified good standing who understands role of mercy, healing power of the sacraments particularly of the Sacrament of Reconciliation, and accepts Church teaching especially as articulated in the Gospel of Life and Humanae Vitae.

EXPERIENCE: At least two years' experience working with pro-life community, women who've had abortions and/or Hispanic community, other cultural/ethnic communities, women in unplanned pregnancies, etc.

HOURS: 15 hours a week/flexible work schedule for evenings/weekends as needed.

DUTIES AND RESPONSIBILITIES:

Program Management

- Under the leadership and support of the archbishop and in collaboration with supervisors, the Contemplatives of St. Joseph, and ministry team develop and implement post-abortion healing ministry in the diocese.
- Oversee the Project Rachel Office and supervise volunteers.
- Promote abortion healing resources as part of a marketing plan in cooperation with office director and archdiocesan communications team.
- Manage referral process to clergy, licensed mental health professionals, mentors/companions, retreats, support groups, and other post-abortion healing opportunities.
- Identify, recruit, and train volunteers in the ministry
- Plan, organize and facilitate retreats, support groups and other group healing opportunities.
- Answer (or supervise those who answer) the confidential, dedicated referral line - make referrals to appropriate Project Rachel healing opportunities.
- Prepare and administer the ministry budget, in cooperation with director and finance department.

- Promote ministry and educate/organize training of diocesan and parish leaders, Catholic mental health professionals, clergy and laity.
- Coordinate ministry efforts with archdiocesan offices, parish organizations, and with other dioceses and broader community. Network within the diocese with clergy, staff, and laity.
- Prayer and worship: Recruit a prayer support network; coordinate memorial services or Masses of Comfort/Commemoration of children lost to abortion, miscarriage or early infant loss; other additional ministry team and public prayer events as needed.

QUALIFICATIONS

- Demonstrated leadership and experience in ministry and/or pro-life issues.
- Commitment to and ability to maintain confidentiality.
- Commitment to uphold the teachings of the Catholic Church.
- Competent with Microsoft Excel, Word, Internet, social media (other relevant software)
- Ability to work with individuals from various ethnic, religious and economic backgrounds.
- Organizational skills

Please submit resume and cover letter to:

Archdiocese of San Francisco

Office of Human Resources

One Peter Yorke Way

San Francisco, Ca 94109

Attn: Patrick Schmidt, Associate Director of Human Resources

Or e-mail to: schmidtp@sfarch.org