

**ARCHDIOCESAN OFFICE CENTER  
VACANCY LIST  
May 15, 2012**

DEPARTMENT	JOB CLASSIFICATION	MINIMUM QUALIFICATIONS
<b><i>SECRETARIAT FOR CATHOLIC HUMAN SERVICES</i></b>		
<b>Catholic Health Care Services</b>  Send resumes to: CHCS-HR@chs-adphila.org	Director of Clinical Services	Master's Degree in Nursing and at least 5 years' experience as a Senior Manager in a Geriatric setting is required. Must have a valid driver's license. Provide oversight and direction to all clinical services within Catholic Health Care Services. Job Code: CHCS-DCS
<b>Catholic Human Services</b>  For IT positions send resumes to: ITS-HR@chs-adphila.org	Help Desk Field Technician	High School Diploma with eighteen months of specialized training is required. A minimum of one year of experience with computers is required. Associate's Degree in Computer Science is preferred. Valid driver's license and reliable means of transportation is required. Must be able to obtain A+ Certification within three months of hire. Perform user support functions, troubleshoot, repair or restore all problem hardware, software, and peripheral devices. Job Code: CHS-104116
	Help Desk Specialist	High School Diploma with eighteen months of specialized training is required. A minimum of one year experience with computers is required. Provide central point of access for Help Desk requests and issues. Log and track user support requests. Apply troubleshooting techniques to resolve user support issues. Make recommendations to users for training sessions. Job Code: CHS-104116
	Manager of Programming and Development	Bachelor's Degree in Computer System Design or Computer Science or equivalent experience. A minimum of ten years' experience in software development or programming design and systems management is required. Experience with Desktop and Thin Client applications. Plan, coordinate and supervise all activities relating to the design, development, implementation, maintenance and upgrade of custom developed organizational information systems and software applications. Develop custom Desktop and Thin Client applications. Job Code: CHS-101100
	Network Support Technician	High School Diploma with at least eighteen months in advanced networking technology is required. A minimum of three years' experience with computers in networking and security technologies is required. Must have minimum certifications in Network+, A+, Linus+, Cisco and Microsoft Server. Must have a valid driver's license and reliable means of transportation. Assist with the integrations of IP voice and data operations. Maintain network-related hardware and software. Provide or arrange set-up and installation of new network products or software. Job Code: CHS-110118

	Programmer and Web Application Developer	Bachelor's Degree in Computer Science or equivalent work experience is required. Minimum of ten years' experience in programming or software development and experience in using a variety of Web development languages is required. Design, build and implement new Web pages and sites. Develop, implement and maintain application software, web server scripts and databases. Train end users to use and run applications. Job Code: CHS-101200
	Support Services Scheduler /Purchasing Assistant	High School Diploma with eighteen months of computer training is required. One year of experience with computers and computer technology is required. Schedule Help Desk Field Technicians. Keep accurate incident logs. Assist with purchasing of IT equipment and supplies and maintain appropriate purchasing documentation. Job Code: CHS-104200
	Systems Engineer	Bachelor's Degree in Computer Science or relevant technical accreditation. A minimum of three years' advanced experience with computers, systems and networks. Must have minimum certifications in Network+, A+, Linux+, Cisco and Microsoft Server. Must have applied experience with LAN/WAN Technologies, Routers, Hubs and Firewall networking testing equipment. Develop and maintain network schematics. Job Code: CHS-106110
	Webmaster	Bachelor's Degree in computer science or equivalent experience. A minimum of ten years' experience as a webmaster or web developer. Coordinate the planning, maintenance and accessibility of web site content. Create original web site content. Job Code: CHS-101300
<b>Divine Providence Village</b> 686 Old Marple Road Springfield, PA 19064  (p) 610-328-7730 (f) 610-544-1710	RN-LPN  <i>Pool/PRN, as needed</i>	RN or LPN certification in PA is required. Experience with intellectually and developmentally disabled is preferred. Provide nursing services to MR/DD adult female residents. Job Code: DPV-RNLPN
	In-Home Support Staff  <i>Pool, as needed</i>	High School Diploma/GED is required. Must have experience working with individuals with disabilities. Provide habilitative services for intellectual and developmental disabled persons in family homes. Job Code: DPV-IHSS
	Direct Support Professional  <i>Pool/PRN, as needed</i>	High School Diploma/GED is required. Must have prior experience working with developmental disability population. Must have valid driver's license. Supervise and assist individuals with developmental disabilities. Job code: DPV-DSS
	Director of Residential Operations	Bachelor's Degree is required. A minimum of five years' experience in ICF residential or comparable ID/DD experience plus five years' progressive management and supervisory experience is required. Oversee supervisors, staffing and quality of care for residential and activities departments. Manage the operating budget. Job Code: DPV-DRO

<p><b>Don Guanella Village</b> 1799 S. Sproul Road Springfield, PA 19064</p> <p>(p) 610-543-3380 (f) 610-543-4657</p>	<p>Residential Supervisor CKC <i>2 Full time</i></p>	<p>Bachelor's Degree along with at least one year experience working with individuals with intellectual disabilities in residential setting OR Associate's Degree with at least two year's experience working with individuals with intellectual disabilities OR High School Diploma/GED with at least four years experience working with working with individuals with intellectual disabilities. Minimum two years supervisory experience. Must have valid driver's license and be able to obtain Archdiocesan driving approval. Supervise staff and follow procedures for Emergency Medical Responses; communicate any issues or concerns arising on night shift, provide prepared trainings, and promote staff attendance at monthly in-services. Job Code: DGV-RS</p>
	<p>Direct Support Professional-CKC/DGS <i>4 Part time</i></p>	<p>High School Diploma/GED is required. Related experience working with individuals with intellectual disabilities in residential setting is preferred. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Support residents in self-care practices and assist as needed; offer active treatment, reinforce positive behaviors and promote social interaction; assist program staff in administering therapeutic activities; observe and document residents' behaviors, assist with meals, and activities of daily living. Job Code: DGV-DSP</p>
<p><b>St. Gabriel's Hall</b> Audubon</p> <p>Send resumes to: brossi@chs-adphila.org</p>	<p>Kitchen Worker</p>	<p>High School Diploma/GED is required. Assist in setting up and cleaning dining rooms for meals served to residents and staff. Job Code: SG-KW</p>
	<p>Summer Teachers</p>	<p>Bachelor's Degree and PA Certification is required. Instruct adjudicated juvenile males during the summer from June 25 to August 24. Small class size. Job Code: SG-ST</p>
<p><b>St. Gabriel's Hall – Administrative Office</b> Philadelphia</p> <p>Send resumes to: brossi@chs-adphila.org</p>	<p>Psychiatrist</p>	<p>Conduct dispositional planning/placement evaluations of delinquent youth. Job Code: SGH-PSY</p>
<p><b>De La Salle Vocational</b> Bensalem</p> <p>Send resumes to: brossi@chs-adphila.org</p>	<p>Assistant Director of Education/Vice Principal</p>	<p>Master's Degree is required. Must have at least five years' teaching experience, plus two years' experience in school administration. Oversee vocational education. Job Code: DLV-ADE</p>
	<p>Summer Teachers</p>	<p>Bachelor's Degree is required. PA Certification is preferred. Instruct students in science, arts and crafts, social studies, physical education, math and English during the summer from July 26 to August 24. Job Code: DLV-ST</p>
<p><b>Brother Rousseau Academy</b> Philadelphia</p> <p>Send resumes to: brossi@chs-adphila.org</p>	<p>Special Education Teacher</p>	<p>Bachelor's Degree and Special Education Certification are required. Instruct court adjudicated youth ages 10-14 in small group (6-8 students) in multi-disciplinary setting. Job Code: BR-SET</p>

	Summer Teachers	Bachelor's Degree and PA Certification is required. Instruct 10-14 year old youth with academic deficiencies and behavioral challenges. Small class size. Job Code: BR-ST
<b>St. Mary Manor</b> Lansdale	C.N.A. <i>Pool</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SMM-CNA
	RN Supervisor <i>Pool</i>	Current RN license in the state of PA is required and at least three years' experience in long-term or hospital care preferred. Supervise the day-to-day activities performed by the nursing staff. Must be available to work day, evening and night shifts. Job Code: SMM-RNS
	LPN <i>Pool</i>	Current LPN license in PA is required along with at least three years' experience in long-term or hospital care preferred. Provide nursing services in retirement care environment. Job Code: SMM-LPN
	Residential Aide <i>Pool</i>	High School diploma/GED is required. Support residents in self care practices; reinforce positive behaviors promote social interaction; assist in administering therapeutic activities; observe and document resident behaviors; assist with meals and activities of daily living. Job Code: SMM-RA
	Maintenance Technician	High School Diploma/GED is required. Ensure that maintenance schedules are followed. Perform routine maintenance on grounds, parking areas, driveways, etc. Perform routine maintenance and repair on the facility and equipment including plastering, electrical, painting and carpentry. Job Code: SMM-MT
	Housekeeper	High School Diploma/GED is required. One year experience in a health care environment is preferred. Clean residents' rooms and bathrooms. Dust and polish furniture. Remove trash. Job Code: SMM-H
	Laundry Aide	High School Diploma/GED is required. One year experience in a health care environment is preferred. Collect, sort and weigh laundry and linens. Fold, stack and distribute clean laundry and linens. Job Code: SMM-LA
<b>St. John Vianney Center</b> Downingtown  Vianney-HR@chs-adphila.org	Mental Health Technician <i>Pool</i>	High School diploma/GED is required. Must have a valid PA driver's license. Previous experience in mental health preferred. Provide program support through activities with the residents. Provide one on one support for residents while accompanying them in the community. Take and record vital signs of patients. Weigh patients. Collect specimens. Support nursing staff. Job Code: SJVC-MHT
	LPN <i>Pool, Occasional</i>	LPN or RN license and one year of previous long term care experience required. Medical/surgical experience preferred. Provide nursing services in retirement care environment. Job Code: SJVC-LPN

	RN <i>Pool, Occasional</i>	Must have a current RN license in PA. Bachelor's Degree in Nursing or related field is preferred. Must have a valid driver's license. Medical/surgical and psychiatric experience is preferred. Provide care to patients and residents. Must be available to work alternating weekends. Job Code: SJVC-RN
	C.N.A <i>Pool, All shifts</i>	Valid CNA certification in PA along with a minimum of one year experience is required. Previous experience in acute care or psychiatric care preferred. Must have valid PA driver's license in good standing. Provide comprehensive Nursing Assistant /ADL support services in a psychiatric hospital. Job Code: SJVC-CNA
	Licensed Psychologist <i>Contract/fee for service</i>	Doctoral degree in Psychology is required. Must have a license in good standing to practice psychology in PA along with at least two years experience in clinical or hospital psychology with adult psychiatric population is required. Must have experience and knowledge of the Medicare requirements as well as documented experience providing clinical psychological services in long term care facility or skilled nursing home setting. Provide psychological services to adult psychiatric population. Job Code: SJVC-LPSY
	Director of Electronic Behavioral Health Record System	Bachelor's Degree in Health, Computer Science or related medical field is required. Must have a minimum of three years' experience with Electronic Medical Records (EMR) system or similar software system. Oversee the testing and installation of all systems required to provide input or output to and from the EMR database. Monitor project management, budget and change control. Support and maintain the EMR database including treatment plans, quality reports and worksheets. Maintain the center's website. Job Code: SJVC-DEBHR
	Driver/Maintenance Worker <i>Full time, part time</i>	High School Diploma/GED and at least one year experience driving multiple passenger vehicles are required. Drive patients and residents to and from their outside appointments, transportation centers and airports. Maintain the vehicle fleet. Assist with routine upkeep of the facility as needed. Job Code: SJVC-DMW
<b>St. Monica Manor</b> Philadelphia  (f) 215-336-7684	RN/LPN  <i>Pool</i>	Current PA nursing license is required. Provide nursing services for residents in long-term care facility. Job Code: SMON-RNL
	C.N.A.  <i>Part time and Occasional – All shifts</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SMON-CNA
<b>St. Francis Country House</b> Darby  (f) 610-461-3422	C.N.A.	Current CNA certification along with a minimum of one year experience is required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SFCH-CNA

	External Case Manager	Bachelor's Degree in Marketing or Sales or graduated from an approved nursing program with current RN license. Must have a valid driver's license and vehicle insurance. Collect information for perspective clients prior to admission and/or coordinating information to facility admissions personnel. Job Code: SFCH-ECM
	Assistant Administrator	Bachelor's Degree in Business Administration or Health Administration and at least 3-5 years' supervisory experience in a hospital or long-term care facility. Must have or being willing to obtain Nursing Home Administrators' License in PA. Assist department directors in the development and use of departmental policies and procedures. Meet with families, residents and guardians to address concerns. Assist with annual state and federal facility surveys. Perform weekly inspections of the facility to assure the established policies and procedures are implemented. Job Code: SFCH-AA
<b>Villa St. Joseph</b> Darby  HR Dept: 610-586-8535 Ext. 17.	Social Worker  <i>Part time</i>	Bachelor's Degree in Social Work or related Human Services field is required. Master's Degree is preferred. Must have at least one year of social work experience. Experience in a health care facility is preferred. Plan and direct activities for all retired priests. Provide case management and supportive counseling for retired priests. VSJ-SW
	Cook/Housekeeper (Warminster location)  <i>Part time</i>	High School Diploma/GED is required. Perform housekeeping duties and cook for a small retirement home. VSJ-CH
<b>Villa St. Martha</b> Downingtown	RN/LPN  <i>Pool</i>	RN/LPN is required. Provide nursing services to residents of facility. One weekend per month is required. Job Code: VSM-PN
<b>St. Martha Manor</b> Downingtown	RN/LPN  <i>Pool</i>	Current PA license is required. Provide nursing services to residents of facility. Job Code: SMM-RN
<b>St. John Neumann</b>	RN Unit Manager	RN license is required. Bachelor's Degree in Nursing or health related field and at least three years' experience in long term care is required. Oversee the nursing unit. Job Code: SJN-RNUM
<b>Immaculate Mary Home</b>	Registered Nurse Assessment Coordinator	RN and 3 years' experience as an RNAC are required. Bachelor's Degree in Nursing or health related field is preferred. Must have valid driver's license. Develop comprehensive needs assessments of each resident in all six Catholic Health Care Services facilities. Job Code: IMH-RNAC
	Registered Nurse Supervisor  <i>Pool</i>	Current RN license and 3 years' experience in a hospital or long term care facility are required. Supervise the day-to-day nursing activities. Job Code: SMM-RN
	C.N.A  <i>Part time, Pool</i>	High School Diploma/GED is required. Previous experience is preferred. Provide nursing assistant services for residents. Job Code: IMH-CNA

<b>Nutritional Development Services</b>	External Monitors  <i>Part time</i>	High School Diploma/GED and some work experience are required. Some college is preferred. Must have a valid driver's license and access to a personal vehicle. Assist sites in documenting the meals served. Train staff in the required process for providing meals to children. Assist sites in complying with food safety standards. KS-NDSM
<b>CATHOLIC SOCIAL SERVICES</b>		
<b>Adoption/Childcare</b>	Social Worker Technician  <i>2 Full time</i>	Bachelor's Degree in Social Work or related field is required. Must have experience with work in the Child Welfare System. Provide comprehensive social services to birth families and children. Provide support and assistance to foster families providing care to children. Develop relationships with child, foster family and birth family. Enable clients to address goals and make appropriate changes. Job Code: KS-CSW
<b>St. John's Hospice Philadelphia</b>	Residential Aide  <i>Part time, Substitute</i>	High School Diploma/GED is required. Answer phone and door, guide the front office volunteers, find and distribute client mail, and distribute medication to residents. Monitor residents. Job Code: KS-SJRA
	Maintenance Worker	High School Diploma/GED is required. Must have two years' experience in building repair. Wide variety of building repair and renovation involving most trades. Coordinate with outside contractor services. On call support with building emergencies, snow removal, etc. Assist in running lunch line. Job Code: KS-MW
<b>Women of Hope (Vine) Philadelphia</b>	Residential Aide  <i>Substitute</i>	High School diploma/GED is preferred. Care for residents/building including: cleaning, assisting residents with personal needs, and meal preparation/cleanup. Experience with homeless and mentally ill population is helpful. Job Code: KS-MHWS
<b>Women of Hope (Lombard) Philadelphia</b>	Mental Health Worker  <i>Part time, Substitute</i>	High School Diploma/GED is required. Care for residents/building including: cleaning, assisting residents with personal needs, and meal preparation/cleanup. Distribute medication. Experience with homeless and mentally ill population is helpful. Job Code: KS-MHWS
	Case Manager	Bachelor's Degree in Social Work or related field is required. Valid driver's license is required. Must be available for on call shifts. Experience working with the homeless and mentally ill population is preferred. Provide PDR case work for residents and document all care and activities professionally under weekly supervision. Assist residents with daily living activities and monitor personal care. Document and input care plans, progress and medical notes in database system. Distribute medication to residents. Job Code: KS-WHCM

<b>Mercy Hospice</b> Philadelphia	Residential Aide  <i>Substitute</i>	High School Diploma/GED is required. Experience working with homeless population or women in substance abuse recovery preferred. Respond to door, telephone, and client inquiries. Write reports to staff regarding residents. Perform hourly house checks. Manage conflicts among residents. Supervise and check resident chores. Prepare and serve meals. Light housekeeping. Monitor resident medication distribution and perform drug/alcohol tests. Job Code: KS-MSRA
<b>McAuley House</b> Philadelphia	Residential Aide  <i>Substitute</i>	High School Diploma/GED is required. Experience working with homeless population or women in substance abuse recovery preferred. Prepare and serve breakfast or dinner, supervise residents while they self-administer medications, interact with residents on all levels, and general house cleaning. Job Code: KS-MRA
<b>Visitation Homes</b> Philadelphia	Residential Aide  <i>Substitute</i>	High School Diploma/GED is required. Maintain order, cleanliness, and structure in facility; draft reports to case managers; perform house checks; manage resident conflicts and emergencies; and assist in child care duties. Job Code: KS-VHRA
<b>St. Mary's Residence</b>	Maintenance Worker  <i>Part time</i>	High School Diploma/GED is required. Must have at least three years' experience in building maintenance. Maintain cleanliness of outdoor premises. Perform minor repairs. Clean common areas and bathrooms. Perform minor repairs and painting. Job Code: KS-SMMW
<b>Norris Square Senior Community Center</b> Philadelphia	Kitchen Manager	High School Diploma/GED and at least three years' experience as a cook for large groups is required. Must be bi-lingual English/Spanish. Must have Safe Food Handling certification within six months of start date. Supervise kitchen staff and volunteers. Maintain high standards of food safety and sanitation in compliance with licensing requirements. Maintain supplies. Prepare menus and reports. Assist with breakfast and lunch preparation. Job Code: KS-NSKM
<b>Out of School Time (OST)</b> Center City and various sites around Philadelphia	Director of Nativity OST Program	Bachelor's Degree in Early Childhood/Elementary Education and at least two years' experience working with children in a management position are required. Manage and supervise OST program and 21 <sup>st</sup> CCLC program. Develop, implement and evaluate Project Based Learning and 21 <sup>st</sup> CCLC activities. Provide fiscal oversight of the contracted program. Serve as a liaison to parish, school, administration and funders. Job Code: KS-OSTD
	Assistant Director of OST Program  <i>4 positions</i>	Bachelor's Degree in Education or Associate's Degree in Education (18 ECE credits) and at least two years' experience working with children are required. Supervise OST staff. Develop, coordinate and implement age appropriate research based curriculum, Project Based Learning and 21 <sup>st</sup> CCLC activities. Assist leading children's group activities. Job Code: KS-OSTAD
<b>ARCHDIOCESAN PASTORAL CENTER</b>		

<b>Deaf Apostolate</b>	Coordinator of Religious Education  <i>Part time</i>	Bachelor's Degree in Theology, Religious Education, Special Education, Deaf Education or related area and knowledge of American Sign Language are required. Assist in coordinating religious education units. Provide religious education and sacramental preparation to teens and young adults in the religious education program of the Deaf Apostolate. Job Code: KS-DAC
<b>Office for Divine Worship</b>	Assistant Director	Master's Degree in liturgical studies and/or liturgical music and an understanding of authentic liturgical practice and musical resources required. Excellent communication and organizational skills are imperative. Strong technology skills, including <i>Indesign, Finale, and Vertical Response</i> are necessary. Must be able to work evenings and weekends. Must be a practicing Roman Catholic in good standing and an active member of a parish. Assist with the development and promotion of the sacramental Initiation for Adults and Children with guidelines, resources, and practice; assist in the development and execution of liturgical formation programs for priests and deacons and all liturgical ministries; assist with the development and execution of liturgical music workshops; and the publication of liturgical booklets and worship aids. Manage the publication and dissemination of newsletters and pertinent information for the Office of Divine Worship and the Office for Liturgical Music. Assist with the liturgical musical needs for the celebration of Archdiocesan liturgical celebrations. Job Code: KS-ADW
<b>Office for Catholic Education</b>	Superintendent of Schools: Elementary Division	Master's Degree in Educational Administration, Educational Leadership, or Religious Education and at least fifteen years' experience in elementary school administration is required. A minimum of fifteen years' experience in teaching is required. Oversee the management and operation of education at the elementary school level. Supervise and consult with department directors on all areas in curriculum and in-service and staff development programs. Oversee all activities, policies and procedures, committees and program structures for early childhood programs. Contribute and support the work of the Elementary Board of Education. Coordinate work with the Religious Community Education representatives. Job Code: KS-SED

	Superintendent of Schools: Secondary Division	Master's Degree in Educational Administration, Educational Leadership, or Religious Education and at least fifteen years' experience in secondary school administration is required. A minimum of fifteen years' experience in teaching is required. Oversee the management and operation of education at the secondary school level. Supervise and consult with department directors on all areas in curriculum, appointing of curriculum committees, in-service and staff development programs and all testing programs administered. Oversee the processes concerning the approval of teachers and all personnel-related issues. Contribute and support the Secondary Board of Education. Assist in the work of the Faith in the Future Foundation. Job Code: KS-SSD
	President of Saint Hubert's High School for Girls	Master's Degree in Education, Educational Administration or related field is required. Must have at least 7 years' experience in teaching or administration in the Secondary Education system. Develop and oversee long-range strategic planning. Direct the institutional advancement via marketing, recruitment and fund-raising. Oversee the implementation and development of annual budget. Provide for the safe operation and maintenance of school property and facilities. Job Code: KS-PSH
<b>Office for Child and Youth Protection</b>	Victim Assistance Coordinator	Master's of Social Work, Criminal Justice or related field of study is required. At least three years' experience working in direct services is preferred. Must have experience working with victims of crime and trauma; and experience providing victim assistance and/or other related social services. Must have strong knowledge of Catholic faith and parish life. Provides support and assistance to both adult survivors of child sexual abuse by clergy and other representatives of the Archdiocese and minors who are victims of sexual abuse. Provide crisis intervention to victims and parish communities. Assist with Safe Environment Training program. Job Code: ML-VAC
<b>Office for Pastoral Care of Migrants and Refugees</b>	Director	Master's Degree in Theology, Pastoral Ministry or related field is required. Must have a minimum of three years' experience in a related field of work. Facility in languages is preferred. Oversee the pastoral care of ethnic communities and immigrant Catholics. Visit and coordinate services for cultural and ethnic communities. Promote political and pastoral initiatives with the Archdiocese and USCCB Office of Migration and Refugee Services. Prepare talks, workshops and speeches as needed. Job Code: KS-DMR
<b><i>ST. CHARLES BORROMEEO SEMINARY</i></b>		

<p><b>St. Charles Borromeo Seminary</b> Wynnewood</p>	<p>Marketing and Communications Coordinator</p>	<p>Bachelor's Degree is required. Update and maintain website information. Prepare press releases and publications. Assist with the promotion of events including speakers' series, special guests, art displays and concerts. Coordinate major donor visits and requests. Assist in the development and presentation of marketing materials. Process monetary and material donations. Job Code: KS-SCMC</p>
<p><b><i>PARISHES AND AGENCIES WITHIN THE ARCHDIOCESE</i></b></p>		
<p><b>Visitation BVM</b>  2625 B Street Philadelphia, PA 19125 (f) 215-634-6662  Send resumes to: jolenick@VisitationBVM.com</p>	<p>Executive Director of the Community Center at Visitation and the Visitation Community Outreach Foundation</p>	<p>Bachelor's Degree is required. Must have experience working in and managing non-profit programming or organizational development. Bi-lingual proficiency in English and Spanish is preferred. Oversee the development of the Visitation Community Outreach Foundation's non-profit status. Establish and manage the annual budget and its finances for the community center and its programs. Oversee the maintenance and use of facility. Manages the contracts and rentals for all programming.</p>
<p><b>St. Francis of Assisi</b>  600 Hamilton Street Norristown, PA 19401 (f) 610-272-1794  Send resumes to: sfarectory@yahoo.com</p>	<p>Sacristan/ Assistant Maintenance Worker</p>	<p>High School/GED is required. Maintain the cleanliness of the church. Prepare liturgical materials. Facilitate parish liturgies. Assist the parish maintenance supervisor with maintenance of the parish facilities. Maintain the parish property including lawn care and snow removal.</p>
<p><b>Visitation BVM</b>  196 N. Trooper Road Norristown, PA 19403 (f) (610) 539-3240</p>	<p>Director of Religious Education</p>	<p>Bachelor's Degree in Theology, Religious Education or approved equivalent is required. Master's Degree is preferred. Organize the registration of all PREP students. Oversee the parish Pre-Jordan and RCIA programs. Schedule and organize all sacramental preparation for the parish children. Coordinate the Children's Liturgy of the Word.</p>
<p><b>Our Mother of Consolation</b>  9 E. Chestnut Hill Avenue Philadelphia, PA 19118 (f) 215-247-2506  Send resumes to: bbazzoli@omcparish.com</p>	<p>Director of Religious Education</p>	<p>Master's Degree in Catechetics or related theological discipline. Oversee the religious education program, Adult Faith Formation program and RCIA program. Schedule and organize all sacramental preparation for parish children. Oversee the budget for each program.</p>
	<p>School Advancement Director</p>	<p>Bachelor's Degree in a related field is strongly preferred. Must have experience in enrollment management, development, marketing or communications. Experience in a parochial or non-profit environment is preferred. Plan, manage and implement initiatives for the recruitment and retention of students. Organize and develop the school's long-range fundraising initiatives including grant writing, annual and planned giving, major gifts and the capital campaign. Maintain professional writing and design standards for school communications including print publications and media relations. Oversee the management of the databases.</p>

<p><b>St. Martin of Tours</b></p> <p>5450 Roosevelt Blvd. Philadelphia, PA 19124 (f) 215-535-3091</p>	<p>Coordinator of Parish Faith Formation</p>	<p>Bachelor's Degree in Theology, Religious Studies, or related field is required. Experience as a Director or Coordinator of Religious Education is preferred. Oversee the religious education program, Adult Faith Formation program and RCIA program. Schedule and organize all sacramental preparation for parish children. Assist with youth ministry events.</p>
<p><b><i>PARISHES AND AGENCIES OUTSIDE THE ARCHDIOCESE</i></b></p>		
<p><b>St. Egbert Catholic School</b> Diocese of Raleigh Morehead City, NC</p> <p>Send resumes to: Psearch.stegbert@ec.rr.com OR Fax to: (252) 726-2232</p>	<p>Principal</p>	<p>Master's Degree in School Administration or equivalent. Must have or be eligible to obtain a North Carolina Administrator's License. Must have at least three years' experience as an administrator, principal, or assistant principal and three years' experience in classroom teaching. Must be a certified catechist. Encourage and support the professional development of the faculty and staff. Guide teachers in reviewing current curriculum and instructional methods. Plan and manage the school's operating budget. Provide opportunities for faith development of school and parish community.</p>

Staff persons who are interested in the above positions should:

1. Contact the Human Resources Office to discuss the requirements and duties of the position by May 31, 2012.
2. Submit to Human Resources Office an application for transfer (available in the Human Resources Office).
3. Interviews will be coordinated with the hiring departments by the Human Resources Office.
4. Applicants are encouraged to discuss career opportunities with their immediate supervisors. EOE.