|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organizational Units: | Job Title: | | | FLSA Status: |
| Position Title: | | | | |
| Summary of the Job: | | | | |
|  | | | | |
| Essential Accountabilities: | | | | |
| Key responsibilities may include, but are not limited to (the essential functions/key responsibilities listed are intended only as an illustration of the type of activities that may be performed. The incumbent may perform all or only a portion of the activities listed. Omission of specific tasks does not exclude them from the position as duties and responsibilities are subject to change based on the needs of the employer/department): | | | | |
| Scope and Context: | | | | |
|  | | | | |
| Competencies: | | | | |
| Leadership Behaviors | |  | | |
|  | |  | | |
| Professional Competencies | |  | | |
|  | |  | | |
| Minimum Qualifications: | | | | |
| Background & Education:   * Incumbent must be a practicing Catholic, registered in a Catholic parish or faith community and must embrace in word and deed the Church’s teachings on faith and morals as articulated by the Church’s magisterium.   Required Skills/Abilities: | | | | |
| Position Titles Within This Role | | | | |
|  | | |  | |
| For Human Resources Use Only:  Exempt: X Non-Exempt: Full Time: X Part Time: | | | | |
| The Archdiocese reserves the right to add, delete, or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | |