

# Job description

**Title: Chancellor & HR Coordinator**

**Reports To: Vicar General**

**Operations**

**Status: Exempt**

**Date: January 2019**

Be part of our mission. The Roman Catholic Diocese of Baker is a missionary diocese comprising 18 counties covering the eastern two-thirds of the State of Oregon (66,826 square miles).

Predominately rural, the diocese serves approximately 35,000 Catholics in 36 parishes, 23 missions and 4 Catholic schools. It is also home to three Indian reservations and a large growing Hispanic population (approx. 40%). By joining the diocese, you will be making a direct impact on those serving the people of God in communities throughout Central and Eastern Oregon.

## **Position Summary:**

The Chancellor & HR Coordinator for the Diocese of Baker provides leadership and support for the strategic and operational initiatives of the diocese and Chancery staff. This person also oversees the required canonical record keeping and maintenance of the Diocesan archives. The Chancellor/HR Coordinator works with the CFO, Vicar General and the Bishop in leading the development and implementation of academic, leadership, and Catholic Identity strategic initiatives, assists in the formation of Diocesan goals and serving as a liaison with other diocesan offices. This person also oversees the complete Protection God's Children program in the Diocesan following closely the guidelines and requirements set forth by the USCCB.

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## **Responsibilities:**

- Create the operating structure and practices for the implementation of diocesan strategic initiatives. Works with the Bishop, CFO, Vicar General and appropriate diocesan staff to monitor and drive the implementation of strategic initiatives.
- Maintain structure for overall permanent record retention for Diocese and oversees Diocesan archives.
- Perform overall HR Duties for Chancery staff including but not limited to assisting in the hiring/firing process, employee orientation, maintenance of employee records, benefit tracking, and human resource related employee training as needed
- Oversee annual benefits open enrollment for all members of Diocesan health plan. Maintain enrollment information with different insurance entities on an ongoing process.

- Oversee the complete Protection God's Children program in the Diocesan following closely the guidelines and requirements set forth by the USCCB. Prepare all annual reports and complete annual self-audit report or facilitate in-person audit tri-annually.
- Provides supervision of all non-exempt Chancery staff.

**Requirements:**

- Catholic in good standing; passionate about and committed to the Mission of the Diocese of Baker and global Catholic Church.
- Bachelor's degree in human resources, business, finance, non-profit management, or related field, graduate degree preferred; or equivalent professional experience.
- Minimum five years in equivalent HR experience or leadership in management/administration in a business, education, or non-profit setting.
- Possess integrity, confidentiality, diligence, and prudence; demonstrated ability to create, communicate, and lead implementation of a shared vision, and effectively work in a multi-cultural environment.
- Excellent leadership, planning, execution, written and oral communication, financial management and analytical skills.
- Capacity to manage multiple responsibilities and activities simultaneously.
- Ability to form and maintain positive relationships with across the diocese, notably with pastors and principals, and with external constituents including Board members and donors.
- Demonstrated knowledge of Microsoft Suite.

The Diocese of Baker offers an attractive salary and comprehensive benefit package including medical, dental, vision and 403(b) retirement plans. In addition, we offer paid vacation, holiday, sick and personal time.