



Rosary and Preaching Assistant

Dominican Friars Foundation

Location: Washington, DC or New York, NY (hybrid or remote possible)

About the Position

The Dominican Friars Foundation is looking to hire a Rosary and Preaching Assistant to support the Dominican mission of preaching for the salvation of souls. The Rosary and Preaching Assistant will support the Province's promotion of the Rosary Confraternity as well as the Province's itinerant preaching initiatives.

This will include:

- Working to support our growing roster of parish missions, including advertising/communications surrounding our parish mission offerings, fielding/screening requests from parishes, scheduling locations as well as friars to preach, planning logistical details in advance of missions, and ensuring successful follow-up after missions conclude.
- Assisting the Provincial Promoter of the Holy Rosary in engaging with current Confraternity members and existing parish charters of the Rosary Confraternity, developing materials and communications to promote the Confraternity, organizing Rosary Preaching events to recruit members to the Confraternity and plant parish charters of the Confraternity.

Qualifications

Faithfully Catholic

Applicants must be practicing Catholics in good standing who assent to and profess the Catholic faith in its entirety as presented in the Catechism of the Catholic Church.

- Passionate about the Dominican mission and charism
- Personal knowledge of the Dominican Friars or another religious community would be a plus

Team player

- Strong interpersonal and communication skills and the ability to develop relationships of trust and respect with friars, colleagues, and program participants
- Good work ethic with a continued willingness to learn and grow

Strong performer

- Extremely organized and detail oriented
- Pleasant and effective communicator, especially via email and phone
- Mastery of Microsoft Word/Excel, Google Docs/Google Sheets is necessary
- Knowledge of Salesforce (or other CRM database), Trello (or other project management tool), and Wordpress would be a plus – ability to learn and use these tools is necessary
- Basic graphic design skills or the ability to learn them is necessary
- Bachelor's degree or equivalent work experience is required

Important Notes

This position is part-time, hourly, about 25-28 hours per week, and has the potential to build to full-time if mutually desired. It is estimated that starting pay for this position would be in the \$25-\$28/hour range for a strong candidate.

This position could be a good fit for a current PFIC student or recent graduate, for a parishioner at a Dominican Parish, or for an exceptionally well-organized and mature Senior in one of our undergraduate campus ministries, though we are open to inquiries from any and all qualified candidates.

To apply, please email a resume and cover letter (including information about what prompted you to apply for this position and addressed to the attention of Fr. John Paul Kern, O.P.) to df@dominicanfriars.org. Thank you for considering the Dominican Friars Foundation; we look forward to hearing from you.

About the Dominican Friars Foundation

The Dominican Friars Foundation is the 501(c)(3) advancement arm of the Dominican Friars of the Province of Saint Joseph. The Foundation unifies the various fundraising efforts that support the Province. With the support of the Dominican Friars Foundation, the friars work for the glory of God and the salvation of souls by building up the local and universal Church, bringing truth to college campuses, and evangelizing the nation.