



Program Manager (LSA) & Research Assistant

Job Description

Creatio is offering a full-time, salaried position to a highly organized, detail oriented and personable individual who is passionate about Creatio's mission, in love with his/her Catholic faith, and has a desire to work in a fun, fast-paced Catholic non-profit environment with the goal of bringing young adults into a relationship with Christ and His Church.

Who We Are: Creatio is a registered 501(c)(3) non-profit Catholic organization in the state of Colorado, and our mission is to guide all people to encounter the beauty of creation and the Creator through service to the poor, mission trips, outdoor adventure and care for creation.

What We Do: Creatio works to promote the mission of reconciling human persons with the environment through service to the poor, mission trips, outdoor adventure and environmental stewardship. Through these experiences, we work to create an environment of encounter – encounter with God, with ourselves, with others, and with creation. Creatio members are volunteers, professionals, and friends working to address environmental and human issues on a deeper level. Our goal is to facilitate an active transformation of ourselves and others, as well as the environment. Check out our website for more information! www.Creatio.org

Start date: August 2021

Location: Remote

Compensation: \$35k - \$45k Compensation is commensurate with experience.

Description: The Laudato Si' Advocates (LSA) Program Manager & Research Assistant contributes to advancing the mission of Creatio by supporting the work of the Environmental Justice Program (EJP) and Office of Domestic Social Development (DSD) of the USCCB, the National Religious Partnership for the Environment (NRPE) and other key partners committed to integral ecology. The manager will enrich his or her academic program and/or career preparation through leading LS Advocates in promoting environmental policy and engaging in research with policy advisors on a range of environmental issues. Demonstrates willingness and ability to understand, respect and contribute to the Church's mission and to fulfill job duties in accordance with its Catholic identity.

Continuing Responsibilities May Include: (from highest to lowest priority)

- Training, coaching, communicating, supporting and offering accountability to Laudato Si' Advocates in all aspects of their work.
- Integrating the LSA Program and key partners (USCCB and NRPE) efforts on environment and evangelization with Creatio's activity, mission and goals. Includes travel to Washington DC and Denver.
- Outreach, interviews and recommendations for hiring Laudato Si' Advocates, as well as organizing the annual formation summit and supporting LSA Program materials and website.
- Researching and drafting statements, letters, speeches and documents that integrates theology, Catholic Social Teaching, integral ecology with respects to public policy at federal, state and local levels.



- Assisting in development, implementation, and/or maintenance of materials and programs for environmental justice related events and activities of the LSA Program and EJP, with an emphasis on policy and advocacy.
- Attending Congressional and think-tank meetings and summarizing discussions.
- Working with and supporting the EJP policy advisor.
- Leading in the execution of events, conferences and activities related to care for creation.
- Assisting with preparation and execution of the semiannual meeting of the Bishops' Committee on Domestic Justice and Human Development and the Annual Catholic Social Ministry Gathering.
- Interacting with external partners, including staff of dioceses and parishes, Catholic Charities USA and diocesan agencies, state Catholic conferences, advocacy organizations, and the US government.
- Revising and updating web resources. Maintaining or organizing files and records.
- Responding to inquiries and drafting correspondence.
- Helping with design, development, and updating of website pages.

SPECIAL PROJECTS AND/OR OTHER INFORMATION

One key responsibility of the Manager is the ability to integrate Creatio with the LSA Program and partner efforts (USCCB, NRPE), working collaboratively and creatively. Candidates must demonstrate ability and interest to connect Creatio's mission, goals and growing programs with LSA Program and environmental policy. This integration will require constant (and in person) engagement with Creatio staff, especially it's Executive Director, as well as constant engagement with Creatio's policy consultant and interaction with USCCB and NRPE staff, and other partner organizations

Qualified Candidates will possess:

- Incredible passion for Creatio's mission, desire to grow in the Catholic faith, and a deep calling to guide young adults to Christ and His Church
- Graduate degree preferred. Undergraduate degree required. Exceptions may be made if changing careers or returning to the workforce.
- Ability to wear multiple hats while working in a fast-paced startup culture
- Outstanding administrative, organizational, and problem-solving skills; must have the ability to prioritize and manage multiple tasks simultaneously
- Must be able to meet deadlines in a fast-paced quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Superb attention to detail
- Very strong interpersonal and communication skills, both written and oral
- Strong user of Google Sheets, Docs, Slides, Drive and Microsoft Excel, Word, PowerPoint
- Familiarity with marketing and social media best practices, methods and tools
- Familiarity with fundraising methods and tools
- Ability to analyze data, draw insights, and understand how it is connected to the bigger picture
- Exceptional leadership skills with the ability to work effectively in a team and independently as demonstrated by previous work experience

To apply, please send cover letter and resume to Ricardo@creatio.org