



Aid to the  
Church in Need

ACN AUSTRALIA NEW ZEALAND

**POSITION:** Diocesan Outreach Assistant

**Reporting to:** National Outreach Coordinator

### **ABOUT AID TO THE CHURCH IN NEED**

Aid to the Church in Need is an international Catholic charity dedicated to the service of suffering Christians wherever they are persecuted, oppressed or in pastoral need.

### **ABOUT THE ROLE**

#### **Main Purpose:**

Through parish presentations in their local area the primary tasks of the Diocesan Outreach Assistant are:

- To raise awareness of the suffering and persecuted Church by sharing the stories of our brothers and sisters who suffer or are persecuted for their faith. The DOA will encourage parishioners to sign-up to receive the ACN Newsletter.
- To invite parishioners to pray for the persecuted and suffering Church.
- To inspire parishioners to take action to support the suffering Church and to join ACN in its journey to keep the faith alive.

#### **The Role**

The Diocesan Outreach Assistant role is a part time position which consists of delivering 12 weekends of parish presentations over the course of a year as well as attending two in-person training weekends (Dec and July) and two online meetings per month. The role also requires the capacity to undertake administrative work pertaining to booking presentations in parishes e.g., phone calls, emails, etc.

The time is spread over days, weekends and evenings as required. The Diocesan Outreach Assistant will be engaged with a 12-month contract with the opportunity to further renewal. The role is undertaken from home with local travel as required.

Presentations are arranged by the Diocesan Outreach Assistant in advance directly with the parish and take place during the weekend Masses. Following each Mass, the Diocesan Outreach Assistant encourages people to sign up for more information and sells religious items in support of ACN.

All Diocesan Outreach Assistants are given formation, training, and ongoing support around the mission of ACN, the stories of the suffering Church and the specifics around the tasks of the role.

**Key Responsibilities include, but are not limited to:**

- Contact parishes in the designated Diocese or area to arrange a presentation, a list of parishes will be provided.
- Delivery of Parish Presentations during the weekend Masses. This involves travel to the location, setting up of banners, an information table and placing brochures on church pews.
- The sale of books and religious items at the end of each Mass.
- Encourage parishioners to sign up to receive ACN's newsletters.
- After each weekend of presentations, the Diocesan Outreach Assistant is required to complete some administrative forms.
- Phone calls to those who have signed up to thank them and confirm their contact details.
- Monthly online team meetings and individual check in meetings, as well as in person team meetings twice a year in Sydney (Dec & Jul)

**About the candidate**

- A committed and active Catholic with a knowledge and understanding of their faith
- An understanding of the mission and work of Aid to the Church Need
- A good communicator and a confident public speaker
- Physically able to cope with travel and setting up the information table
- Confident in the general use of the internet, email, Word, and Excel
- A current driver's licence and a willingness to travel within the designated area
- Friendly, respectful, and professional in manner and in approach
- All new appointments are subject to a satisfactory Working with Children Check
- Able to relate to people at all levels including parish priests and parish staff
- Ability to work under pressure and manage competing demands and priorities
- Able to be work independently and be self-motivated

To apply for the position please email you CV with a cover letter outlining:

- The reason you are interested in the role
- Any relevant experience, whether paid or voluntary
- Any facts about yourself that might assist your application

Email your application directly to:

Cecilia Figueroa  
National Outreach Coordinator  
Aid to the Church in Need Australia  
[cecilia@aidtochurch.org](mailto:cecilia@aidtochurch.org)

For more information on the position contact Cecilia via email or by phoning 1800 101 201.