

**Pilgrim Center of Hope**  
*A Catholic Evangelization Ministry for the Archdiocese of San Antonio*  
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[www.CWCSanAntonio.com](http://www.CWCSanAntonio.com) | [www.facebook.com/catholicwomen](https://www.facebook.com/catholicwomen)  
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The Mission of The Pilgrim Center of Hope is to guide individuals, families and neighborhoods toward finding a deeper relationship with Christ through evangelization (living and sharing the faith).

The Pilgrim Center of Hope (PCH) is a 501 (c)(3) non-profit charitable organization, founded in June 1993 by Deacon Tom and Mary Jane Fox. Although PCH is under the auspices of the Archdiocese of San Antonio it is primarily funded by personal donations and fundraising.

**POSITION: Pilgrim Center of Hope (PCH) Catholic Women's Conference (CWC) Coordinator**  
*Individual to work 15-25 hours per week.*

(Hours can be modified, depending on projects, other events.)

**The Mission of the Catholic Women's Conference** is to foster an appreciation for the personal dignity of women, to encourage women to know and love God, and to inspire women to use their feminine gifts to transform the family and society.

This position for the CWC Coordinator is one who

- Lives the sacramental life of the Catholic Church and sharing this reality and truth with others.
- Knowledgeable & Interested in "the new evangelization" as understood and proclaimed by the Catholic Church. *"The new evangelization is not a matter of merely passing on doctrine but rather of a personal and profound meeting with the Savior. ... Before we can pass on the Gospel to others, it must first have permeated our own lives so that we in turn may bring it to others. It is important to recall that evangelization involves conversion, that is, interior change. Evangelization must emanate from a deep experience of God."* John Paul II
- Has a desire to continue to grow spiritually.

**Characteristics/Traits:**

- Creates and maintains a high performance environment characterized by positive leadership.
- Ability to assume diverse responsibilities with limited supervision.
- Ability to develop projects with limited supervision.
- Must be motivated, self-starter who can work flexible hours.
- Must have capacity to exercise good judgment in decision-making.
- Needs to display enthusiastic attitude regarding work/ministry.
- Adaptable to new circumstances
- Must exercise sound judgment and discretion in focusing on job goals, establishing priorities, and reacting to the unexpected.
- Ability to independently set and meet goals and objectives developed by Directors.
- Problem-solving skills.

**Qualifications:**

- Organized and proficient with MS Office (Excel & Word) Willing to learn Publisher.
- Leadership & facilitator skills
- Ability to handle multiple assignments and responsibilities and to use good judgment in prioritizing assignments.
- That person will actively promote the mission of the PCH.
- That person will assist in areas of public relations and organizational structure/procedures and use of resources.

**Specific Responsibilities & Duties:**

- To be informed of the History & Mission of the Pilgrim Center of Hope, thus to be enthusiastic and zealous of its mission of Catholic Evangelization.
- To chair the 2012 CWC Steering Committee and assist in obtaining sponsors to defray Conference costs.
- Keep dateline schedule in planning and organizing the 2012 CWC.
- To be creative in spreading the word about the CWC using various avenues such as parish bulletins, correspondence, secular media, newspapers, other possibilities.
- To organize volunteers with Committee members.
- To assist staff in updating the CWC website.
- To assist with the CWC Facebook.
- To assist with the series "Catholicism Live!" featured on CTSA, Channel 15 and Guadalupe Radio 89.7FM  
--appear as a guest on two broadcasts to promote the CWC.
- To be available for assistance in the Office with phone calls pertaining to the CWC.
- Represents the PCH and its mission when asked to attend functions.
- Other duties as defined by the Supervisor and/or by the Director.

October 19, 2011