



Associate Director/Lobbyist

The Virginia Catholic Conference, the public-policy agency of Virginia's Catholic bishops and their two dioceses, seeks applicants for the position of Associate Director. Responsibilities include, but are not limited to:

- Advocacy of Conference positions to lawmakers
- Development and delivery of presentations (e.g., testimony at public hearings, speeches, panel remarks and media interviews)
- Policy analysis, research and development
- Drafting of alerts and updates
- Staff support to Conference advisory committees
- Development of voter-education materials and other resources for parishes, Catholic schools and diocesan offices
- Collaboration with other organizations on mutual public-policy interests

Minimum of a Bachelor's Degree is required. Previous advocacy experience is preferable but not required.

Qualified candidates will demonstrate knowledge of and commitment to Catholic teaching, interest in legislative advocacy and outstanding written and oral communication skills. Candidates must be practicing Catholics in good standing, and must understand the general operations of the Catholic Church at the parish, diocesan and national levels. The position is based in Richmond. It is full-time and will require some evening and weekend hours.

Full benefits available. For consideration, **please send cover letter and resume to:**

Attn: Jeff Caruso, Executive Director

By e-mail: jeff@vacatholic.org

Or mail: Virginia Catholic Conference, 919 East Main Street,
Suite 1140, Richmond, VA 23219