



Our mission:

Dismas Ministry is a national, Catholic nonprofit that provides pastoral outreach – free Bibles, prayer books, rosaries, and faith, prayer, Bible, social teaching study courses – to Catholic prisoners as well as to those of other faiths who request spiritual support. The mission also includes support to chaplains (Catholic and non-Catholic), regional Catholic prison ministries, families of the incarcerated, and the general Catholic community.

Job Description: Young Adult Prison Ministry Ambassador (part-time)

Job Summary:

Overall Responsibilities: Serve as a team player in Dismas Ministry's business operations to help support the mission. Working under the direct supervision of the Executive Director, a student serving as an Ambassador will positively represent the organization through mission-awareness activities and public relations campaigns.

The ideal candidate will be personable and responsible with the ability to grasp the Ministry's mission within the overall mission of the Catholic Church. This individual will help build relationships, foster a sense of team, and promote the mission and values of Dismas Ministry.

Specific Responsibilities:

- Develop and give informational tours to persons interested in learning about Dismas Ministry. These "meet and greet" events will be held at the Ministry's headquarters on the campus of Cardinal Stritch University.
- Oversee all incoming correspondence, which consists primarily of requests for Catholic faith materials from inmates and their families as well as prison chaplains and volunteers, and gather feedback from all constituents for compilation into reports.
- Manage Dismas Ministry's study program for inmates, tracking each inmate's progress and correct sequencing through various individual courses.
- Conduct inventory assessments to make sure an even flow of materials is assured and collect metrics across all inmate service areas.
- Develop informational presentations that can be used at upcoming meetings of Dismas Ministry's Board of Directors and other Ministry-related events.
- Participate in the creation, launch, and fulfillment of a special outreach campaign that will involve all Ministry constituents, including inmates, volunteers, and donors of the organization.

Required Skills and Competencies:

- Highly detail-oriented and organized; can work independently
- Experience with database management and excellent computer skills
- Excellent oral and written communications skills
- Demonstrated commitment to service and social justice

Compensation, Benefits, and Additional Information:

- Part-time, 10 hours/per week
- \$15/hour, paid bi-weekly without benefits
- Flexible scheduling: mutually agreeable hours to be determined at time of job offer
- Location: Milwaukee, WI (Cardinal Stritch University campus)

To complete a job application (minimum age requirement: must be 18 years or older), please contact Ms. Tyler Curtis at tyler.curtis@dismasministry.org.

Deadline to apply: August 30, 2021