

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

TITLE: Associate General Counsel
SECRETARIAT: Chancellor

FLSA: Exempt
STATUS: Full-time

ACCOUNTABILITY:

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position reports to the chancellor.

RESPONSIBILITIES:

The associate general counsel reports to and takes direction from the chancellor in overseeing the legal affairs of the Diocese of Manchester and acts as a source of legal advice to the Bishop of Manchester, the cabinet secretaries, pastors, principals, and their staffs, and other diocesan organizations.

The incumbent also assists the chancellor as needed in areas such as public policy, safe environment, ministerial conduct, human resources, policies and procedure development, and diocesan archives.

This position is expected to exercise independent judgment and initiative in the performance of day-to-day functions.

ESSENTIAL DUTIES:

1. Provides legal advice and services to the Bishop of Manchester and the parishes, schools, and institutions of the Diocese of Manchester under the direction of the chancellor. These services include, but are not limited to, drafting leases and contracts, preparing trust and estate documents, providing legal advice and guidance regarding real estate and compliance matters, engaging in settlement and contract negotiations, and reviewing and drafting policies and procedures.
2. Supervise and coordinate with outside legal counsel as required to accomplish duties.
3. Consult and coordinate with the vicar for canonical affairs to ensure that legal advice and services comply with and incorporate applicable canon law.
4. Assist the chancellor as needed in the development, coordination and communication of public policy/Catholic social teaching initiatives throughout the diocese, including parishes, schools, and religious education programs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change or modify the position description at any time.

ESSENTIAL DUTIES (continued):

5. Assist the chancellor as needed in areas such as safe environment, ministerial conduct, human resources, policies and procedure devolvement, diocesan archives, and budgeting.
6. Engage in public speaking on issues of law and policy where required.
7. Complete other projects or assignments as directed by and in support of the Bishop of Manchester or the secretariat.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Minimum of Juris Doctorate (law degree) and current NH Bar membership. Canon law degree or certification helpful.
2. At least 5 years of experience practicing law in a law firm, corporation, or government agency.
3. Knowledge of corporate, nonprofit, trust, tax, labor, commerce, and NH secretary of state laws and regulations.
4. Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.
5. General knowledge and understanding of Catholic teaching, theology, and practice.
6. Demonstrated skills in oral and written communication, conflict resolution, public speaking, and leadership.
7. Strong interpersonal skills and ability to work collaboratively.
8. Ability to make decisions and manage multiple responsibilities simultaneously or multi-task.
9. Proficient in the use of personal computers including word processing, spreadsheet, data base and Internet programs (requirement details are found in a separate document and are under the direction of the Director of Operations and Administration).
10. Must possess a valid driver's license and be able to travel both in and out of state, both during the day and evenings.
11. Ability to speak Spanish is a plus.

ENVIRONMENT:

1. General office - clean, well-lit, environmentally comfortable, no fumes or airborne particles.
2. Minimal exposure to chemicals related to copier equipment and general office solvents.
3. Lifting and carrying objects generally not required.
4. Occasionally required to reach at, above and below shoulder level.
5. Frequently required to grasp and handle materials and supplies and to manipulate control devices.
6. Position requires working at desk approximately seventy-five percent of the work day; balance of time divided between standing and walking.