

Career Opportunity with the Diocese of Grand Island

The Chancery (administrative offices) of Roman Catholic Diocese of Grand Island is seeking an experienced person skilled in office management and team building to serve as the Director of Operations and Human Resources. This full-time position with benefits, available after July 1, 2018, is located in Grand Island. Principal duties and responsibilities include: managing all aspects of diocesan facilities, services and supplies; reviewing, revising and implementing related diocesan policies and procedures; acquiring, supervising and evaluating diocesan employees; attending to all matters concerning human resources. Requirements for this leadership position include: active, practicing Roman Catholic in full communion with the Catholic Church; a degree in Business Administration or history of successful business management is preferred; demonstrated experience in human resources preferred; outstanding skills in both organization and communication; superior discretion and strict confidentiality is essential.

Please make application to Kathleen M. Hahn, Chancellor, at kathytrib@gidiocese.org or by mail to Kathleen M. Hahn, Diocese of Grand island; P.O. Box 1531, Grand Island, NE 68802.