



National Cursillo® Movement

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MEMO

Date: February 26, 2016

To: Diocesan Lay Directors and Spiritual Advisors, National Secretariat and Regional Service Teams

CC: National Language Coordinators and Office Staff

From: Hugo Valverde, National Cursillo Executive-Personnel Committee Chairperson

Re: **National Vietnamese Coordinator (NVC) Position**

Greetings my Brothers and Sisters in Christ!

Joachim Le, current National Vietnamese Coordinator has officially announced his retirement effective July 2016. Joachim has truly been a servant of Christ and his Church through the gift of Cursillo.

The purpose of this Memo is to announce the National Secretariat's approval for hiring a National Vietnamese Coordinator to replace Joachim. This position is on a Part-Time basis only.

Refer to the attached National Vietnamese Coordinator and Job Profile and Description and forward to all Cursillistas in your respective areas and anyone else that might be qualified for this position.

All applicants interested in the NVC job opening must send a resume to: National Cursillo Center Attn: Hugo Valverde Executive Committee Chair at P.O. Box 799 Jarrell, TX 76537 no later than March 31, 2016. An application for employment will be sent to interested applicants once their resume is received. Posting of this job opening will end on March 31, 2016.

I invite you to join the National Secretariat and Staff in praying for the person who will answer the call to serve Christ and his Church as National Vietnamese Coordinator in the near future.



National Vietnamese Coordinator Job Profile and Description

The National Vietnamese Coordinator (NVC) is a Cursillista, servant leader, primarily responsible for providing service to the Vietnamese Cursillo communities and the Cursillo Movement on behalf of the National Secretariat.

The NVC is responsible for safeguarding and promoting the authenticity of the Foundational Charism through the service provided to Cursillistas. The NVC is expected to collaborate and communicate with other National Coordinators, National Cursillo Service Administrator, the National Secretariat and its Executive Committee regarding the areas of responsibility; i.e. Education & Development, Administration, Communication, and Travel.

The NVC is expected to generate an environment of friendship where all Cursillistas are treated with dignity and respect.

Below are the specific duties and responsibilities for each area of responsibility:

EDUCATION & DEVELOPMENT

- promote and safeguard the Foundational Charism through friendship in the US Cursillo Movement
 - develop workshops and educational articles based on the Charism in order to enhance the Cursillistas' understanding and knowledge of the gift of Cursillo
 - provide National Workshops as needed such as the Cursillo de Cursillos Workshop, etc.
 - provide workshop sessions at Regional and National Encounters as requested
 - provide articles and other input for the National Cursillo Newsletter
 - provide MP3 audio, text documents, and video resource material via the Cursillo Resource Center on the National Website to make it accessible to all Cursillistas
 - review and provide input for the National Apostolic Plan as needed and as requested
 - communicate with and provide requested service to Diocesan Movements as requested
 - promote official Cursillo literature to enhance the knowledge of Cursillistas regarding the Foundational Charism of Cursillo
 - delegate tasks of translating recommended Cursillo literature to Vietnamese.
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- provide orientation, training, and education for new Regional Coordinators serving on the National Secretariat



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- provide continuity regarding the charism and service provided at the National level through interaction, communication and collaboration with all Regional Coordinators

COMMUNICATION

- communicate with diocesan, regional, and national Cursillo leaders via phone, e-mail, personal contact, and other means
- attend and be available at Regional Encounters in order to improve communication between Diocesan, Regional, and National Cursillo leaders
- communicate with National Secretariat members to answer questions and provide necessary guidance and to maintain awareness of Cursillo needs in the dioceses
- communicate with the Executive Committee Chairperson and other members as needed
- maintain communication with the National English and Spanish Language Coordinators and the National Cursillo Service Administrator via e-mail, phone, etc.
- participate in scheduled conference calls with other National Coordinators and Service Administrator to discuss status of the Movement, review diocesan special concerns and provide possible solutions, etc.

ADMINISTRATION

- keep the Executive Committee Chairperson and NCSA informed of expenditures by providing a monthly Expense Report and Receipts, a Travel Report to inform them when, where, and reason for travel, and an Annual Report (Job Performance Self-Evaluation) of service accomplished
- review Diocesan and Regional Coordinator's Reports to determine if they need assistance
- participate in the review of the National Cursillo Apostolic Plan and implement decisions made by the National Secretariat
- assist the diocesan Cursillo community and Regional Coordinators in discerning and providing solutions to special concerns following the established protocol

TRAVEL

- be willing and able to travel throughout the US to provide service to the Vietnamese diocesan/regional Cursillo communities in the form of meetings, workshops, etc., while promoting the Charism of Cursillo through friendship

PERFORMANCE REVIEW & TERM

The NVC position is on a part-time basis. Serving in this position is based on measurable annual performance requirements and accomplishments.

A Job Performance review for the NVC is conducted annually by the Personnel Committee. The performance review consists of a self-assessment, peer assessment (National Language



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Coordinators), and an assessment by the National Secretariat and the Personnel Committee. Annual Job Performance goals are set for each fiscal year (October - September) unless adjusted by the Personnel Committee. A copy of the job performance review will be sent to the National Secretariat.

REPORTING

The NVC reports directly to the Executive Committee of the National Secretariat under the guidance and guidelines of the National Secretariat. The Chairperson of the Executive Committee will be the NVC's primary contact person. The Chairperson will coordinate and provide direction/guidance as necessary to the NVC.

EDUCATION

Commensurate with education and experience

KNOWLEDGE, SKILLS AND EXPERIENCE

- Served in a position of leadership in Cursillo, i.e., Secretariat Member, Regional Service Team member, or other leadership position within the Cursillo Movement at the Diocesan, Regional, or National level. It is expected that if also a member of a diocesan, regional, or national secretariat and if selected to the position of National Vietnamese Coordinator, then the person will seek to be replaced in order to fulfill responsibilities of the NVC.
- Cursillo leader within the Movement that sees Cursillo as their vocation and primary apostolate.
- Possesses an attitude of conviction and ready to utilize God-given talents in serving the Cursillistas.
- Excellent verbal and written communications skills
- Fluent in Vietnamese and English to effectively communicate and interact with people
- Excellent computer skills on software applications such as Windows, Microsoft Office, Skype, Internet, etc.
- Planning, Organizing and scheduling skills and abilities
- Excellent public speaking skills

A background check is required for employment along with a letter of a Catholic in good standing from the candidate's pastor or bishop.



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COMPENSATION

Salary is based on Part-Time employment and is determined by the Personnel Committee. Benefits such as medical/health/dental insurance, vacation, holiday pay, etc. are not provided for Part-Time National Cursillo employees.

EMPLOYMENT LOCATION AND TRAVEL

The Part-Time National Vietnamese Coordinator will work in the field in a spirit of cooperation with all members of the National Staff and Secretariat. This means, the NVC can work from the location of residence within the US.

This position will require some travel to the National Cursillo Center, Cursillo meetings, events and other activities as necessary. Approved travel expenses will be covered by National Cursillo Center.