



# National Cursillo® Movement

National Cursillo® Center • P.O. Box 799 • Jarrell, TX 76537 • 512-746-2020 • Fax 512-746-2030 • [www.natl-cursillo.org](http://www.natl-cursillo.org)

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## MEMO

**Date:** January 29, 2019  
**To:** Region Coordinators, Lay Directors, Spiritual Advisors  
**CC:** National Language Coordinators and Office Staff  
**From:** Rodrigo Becerra, Executive/Personnel Committee Chairperson  
**Subject:** Job Posting – National Cursillo Service Administrator (NCSA)

Greetings my Brothers and Sisters in Christ:

Hoang Tran, our current NCSA, has decided not to renew his 3-year term and requested a succession planning to ensure a smooth transition when his term ends on September 30, 2019.

Please see the attached Job Posting Announcement and forward to all Cursillistas in your areas and anyone else that might be qualified for this position.

NOTE: We will close the posting process on February 28, 2019.

Join me in praying for Cursillistas who prayerfully consider serving the Cursillo movement in this role as National Cursillo Service Administrator.



## National Cursillo Service Administrator Job Posting Announcement

### Overview

The Cursillo Movement in the United States seeks to fill the position of National Cursillo Service Administrator (NCSA). This person must be a Cursillista, servant leader, and be primarily responsible for administrating the temporal goods of the Cursillo Movement and in conjunction with the National Language Coordinators safeguards and promotes the authenticity of the foundational Charism. The NCSA will maintain an environment where all Cursillistas are treated with dignity and respect.

The NCSA is responsible for the financial stability and promotion of the National Cursillo Movement. The NCSA will collaborate with the National Secretariat and Executive Committee to manage the accounting, the day-to-day operations and office staff of the three Service centers which include: 1) Resource Center (book store) 2) Events Center (National Encounter/Meetings) and 3) Donations Center. The NCSA is encouraged to involve competent Cursillo volunteers to assist in the annual planning and operations of each of the Service Centers. Furthermore, the NCSA will foster team building and participate in ongoing communication with the National Language Coordinators.

**Administration – (US National Cursillo Movement)** In consultation with the National Secretariat and National Language Coordinators

Responsibilities: Speak on behalf of Cursillo for all languages, handle legal issues of National Cursillo Center, support National Language Coordinators on national initiatives, act as point of contact for Cursillo; advise and connect with appropriate resources to resolve and satisfy needs.

**Resource Center - (Book Store)** The purpose of the Resource Center is to provide items that help the Cursillista grow in their understanding of Cursillo.

Responsibilities: Strategy Planning for Inventory, Sales Promotion, Cost Control, Pricing, Trends, Shipping and Handling, Ordering and Reporting.

**Event Center - (National Encounter/Meetings)** The purpose of the Events Center is to plan, promote and manage events sponsored by the National Cursillo Movement.

Responsibilities: Event Topics, Speakers, Objectives, The Event site and Planning, Marketing, Communications, Reporting, National Encounter, National Meetings, Update National documents.

**Donations Center -** The purpose of the Donations Center is to increase annual donations to the Cursillo Movement and to create a Cursillo Endowment Fund.

Responsibilities: Plan, Marketing, Communications, Manage and Protect funds, Reporting

### Financial and Operational

Responsibilities: Accounting, Financial Reporting & Auditing, Fiscal Budget Management, develop procedures for office management, Investment Fund, Employee Payments, Royalties, Affiliations and Fees, Operations, Insurance, Marketing, Communications, Manage and Protect funds, Reporting, Newsletter, Website.



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## Knowledge, Skills and Experience

- Cursillo experience: Served in a position of leadership i.e., Secretariat Member, or other position within the Cursillo Movement. i.e., Diocesan, Regional, or National Secretariat Member.
- Cursillo leader within the Movement that sees Cursillo as their vocation and calling.
- Possesses the conviction and utilizes God-given talents in contributions to the Movement.
- Strong verbal and written communications skills (bilingual preferred but not required), computer skills on software applications such as Quick Books, Windows, Microsoft Office, Adobe InDesign, Adobe Audition, Zoom, Skype, Dropbox, etc.
- Proven Business Leadership skills and experience, Financial abilities and experience
- Vision and Strategic thinking
- Accounting and financial reporting experience, Planning, Organizing, Scheduling skills
- Managing budget, people, projects and inventories

## Education

Bachelor degree – business or finance major or equivalent. MBA preferred.

## Additional Information

**Term:** Three years with three-year renewals based upon performance.

**Performance:** Reviews annually by self, National Language Coordinators, National Secretariat, and Executive/Personnel Committee.

**Reporting:** To Executive Committee under guidelines of National Secretariat.

**Compensation:** Competitive salary, health and dental insurance, Retirement benefit of 10% of salary.

**Employment Location and Travel:** The position does not require relocation to Jarrell, Texas, (outside of Austin, Texas); however, the NCSA vocation may motivate him/her to relocate at some point in time. This position will require some travel to the National Cursillo Center, Cursillo meetings, events and other activities as appropriate.

## Required

Background check and a “letter of good standing” written and signed by the candidate’s Pastor/Diocesan Cursillo Spiritual Advisor are required for employment.

## POSTING OPEN UNTIL FEBUARY 28, 2019. SEND INQUIRIES TO:

Steve Murray  
Executive/Personnel Committee Vice Chair  
P.O. Box 799  
Jarrell, TX 76537  
Email: [srmurray7880@gmail.com](mailto:srmurray7880@gmail.com)

You will be asked to complete an application for the Executive/Personnel Committee.