

National Cursillo Center Administrator (NCCA)

[02/06/25]

The NCCA is responsible for the financial stability and promotion of the National Cursillo Movement. The NCCA will work with the National Cursillo Secretariat (NCS), National Cursillo Coordinating Group (NCCG), and National Language Coordinators (NLC) to oversee the accounting, and daily operations of the four service centers, which include: 1) Resource Center/Bookstore 2) National Encounter/Meetings 3) Donations Center and 4) Website/Technology.

Resource Center/Bookstore

The Resource Center/Bookstore aims to promote and provide materials that assist Cursillistas in deepening their understanding of Cursillo. The revenue supports the NCM financially.

- Develops an annual strategy and business plan to expand the Resource Center.
- Oversees daily inventory operations and optimizes inventory efficiency by collaborating with suppliers.
- Consult with the NLCs to identify the best resource items.
- Prepares charts and graphs for the NCS illustrating trends in item sales.
- Manages resources for daily book orders and materials which expedite shipments to Cursillistas.
- Submits regular finance reports to the Finance Chair and the NCCG.
- Organizes and coordinates volunteers for an on-site bookstore at the annual National Encounter venue.
- Conducts an annual inventory audit to enhance inventory management and profit margins for the Bookstore.

National Encounter/Meetings

- Collaborates with the NCCG, NCS, and NLCs to establish the event's theme, speakers, presentation, and overall objectives.
- Oversees and arranges volunteers for an on-site bookstore at the National Encounter location. (Refer to Resource Center/Bookstore).
- Assists the NCCG with the National Encounters.
- Assist the NCCG in developing (with volunteers and/or outside resources) the marketing and advertising plan and collateral materials to promote the event. Coordinate with the NLCs.

Financial & Operational

- Utilize QuickBooks to manage the daily accounting and bookkeeping activities of the National Cursillo Movement, collaborating with the Finance Committee Chairperson to address and resolve any accounting issues. Oversee all activities related to a financial audit.
- Along with the Finance Committee, the NCCA assists in preparing and distributing monthly financial statements to the Finance Chairperson and the NCCG and addresses questions and comments from these groups.
- Assists in developing and managing the financial budget of the National Cursillo Movement, as approved by the NCS.
- Ensures accurate and timely payments for employee wages, benefits, and expense reimbursements; guarantees timely payment of royalties, trademark renewal, annual affiliation fees to NACG and OMCC, invoice annual national affiliation dues, and other bills and invoices to ensure proper and timely payment.
- Manage building and equipment leases, purchase supplies, reimburse expenses, and oversee all activities required to operate the NCC effectively. Establish procedures for efficient office management.
- Manage and pay for all insurance, including health, casualty, liability, and workers' compensation, as well as any other approved insurance programs necessary to cover the National Cursillo Movement and its employees.
- Keep updated directories.

- Respond to all phone and email correspondence made through the National Cursillo Center and direct to the appropriate Regional or National Coordinator.
- Direct questions related to the National Cursillo website to the Webmaster or Website/Technology Committee.

Website/Technology

- Works with the Webmaster, Website/Technology Committee, and staff to keep the website updated and functioning as an effective communication tool for the National Cursillo Movement.

Donations Center

- Collaborates with the Donations Center Committee to develop an effective donations program plan and develop an Endowment Fund for the Cursillo Movement.
- Develop marketing and sales programs to achieve these goals. Inform, encourage, and inspire Cursillistas to contribute funds and set up trusts, wills, and insurance-funded donation programs. Provide monthly reports on donations and endowment funding to the Finance Chairperson and the NCCG.

Knowledge, Skills, and Experience Required

- A Cursillista who is living the Cursillo Method is preferred but not required. It is expected that if the Cursillista currently a member of a Diocesan, Regional, or National Secretariat Team, and if selected for the NCCA position, then that person will resign from that Team and seek a replacement, since the NCCA is a full-time position.
- Strong verbal and written communication skills to interact effectively with Cursillistas. A person with bilingual skills is preferred but not required.
- Strong computer skills in various software applications. Must be proficient in QuickBooks, Windows, Microsoft Office, Zoom, Internet, etc.
- Proven business leadership skills and experience, as well as the ability to interact in a friendly and Christ like way with all persons.
- Visionary and strategic thinking.
- Accounting and financial reporting experience. Has already been or could be bonded.
- Planning, organizing, and scheduling skills and abilities.
- Experience in managing resource inventories and sales is preferred.
- Experience in managing budgets, interacting professionally with people, ability to coordinate multiple projects and systems.

Note: A background check is required for employment and safe environment certificate.

Performance reviews for the National Cursillo Center Administrator (NCCA) will be conducted annually. Unless changed by the NCCG, annual performance goals will be established for the fiscal year.

The NCCA reports directly to the NCCG, following the guidance and guidelines of the NCS. The Coordinator (chairperson) of the NCCG will serve as the primary contact for the NCCA and provide direction as needed. The NCCA will also offer support and collaborate with the NLCs.

Compensation

This leadership position provides competitive salary and benefits. Further, the position offers the opportunity to be rewarded in many other ways ... by helping to affect the lives of thousands of people – who have discovered that “God Loves Them” through the Cursillo Movement and its charism.

Employment Location and Travel

The NCCA position requires working on-site at the National Cursillo Center in Jarrell, Texas (outside of Austin, Texas). It will also require some travel to Cursillo meetings, events, and other activities as approved and appropriate.

Please submit your resume and relevant references to Terri DiBacco, Coordinator of the National Cursillo Coordinating Group, at nationalcursillo2025@gmail.com



National Cursillo Movement

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National Cursillo Center Administrator (NCCA) Application

Contact Information

Name: _____
First Name Middle Name Last Name

Address: _____
Mailing Address Physical Address (if Different) City / State ZIP+4

Email: _____

Office/Home Phone: _____ Mobile Phone: _____

Other Information

(Arch) Diocese: _____ Cursillo Region: _____

Language Skills: English Spanish Korean Portuguese Vietnamese Other: _____

Please include a general one-page personal biography and your Diocesan or Cursillo ministry and a photo. (education, interests, etc.) Describe your organization & planning skills. Share your experiences with financial management, operations, and inventory control. What leadership talents, abilities, attributes, and skills will enable you to be successful in this position?

If applicable, please answer the following four (4) questions:

When and where did you live your Cursillo Weekend? _____
City / State Date (at least Mth/Yr)

What has been your experience with the Cursillo Movement? _____

Have you participated in Regional and National Encounters? When, where, and in what capacity?

List other Diocesan or Regional Cursillo workshops (CDC, CLW) in which you have been involved:

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