Website-based Job Posting Form

Job postings are open to the Diocese of Raleigh Catholic Center, Catholic Charities, and the Parishes and Schools of the Diocese of Raleigh and may be accepted from other dioceses as well.

1. Please complete this form in its entirety; **boldface** sections are required for posting.
2. Submit the form to Neil Calhoun, HR Specialist – Recruiting, via email at [neil.calhoun@raldioc.org](mailto:neil.calhoun@raldioc.org)
   * Include a subject line of:***Job Posting Request*.**
   * Most jobs will be published on the Employment Opportunities section of the diocesan website within 24-48 hours.
3. Once the position has been filled, please notify Neil Calhoun to remove the post from the website.

**Position Title:**

**Parish or School Name:**

**Location (City):**

**Full Time or Part Time:**

**Hours per week:**

**Position Summary:**

(Enter a summary of the role)

**Key responsibilities:** (day-to-day job functions)

**Minimum Requirements:**

* **Minimum level of Education:**
* **Minimum years of work experience:**
  + **Area(s) of related work experience:**
* **Enter additional qualifications/requirements:**
* Employment is contingent upon applicant satisfactorily passing criminal background and reference checks
* Must complete diocese-sponsored Safe Environment Training within 30 days of hire.

**Preferred Qualifications:** (if applicable)

**Supervises:** (If applicable)

**Position Start Date:** (Enter proposed start date)

**Apply by submitting your cover letter and resume to:** (name/department & email address)

* (Enter any additional submission instructions here)