



# DIocese OF SPRINGFIELD IN ILLINOIS

## OFFICE FOR HUMAN RESOURCES

### Employment Listing

<b>Job Title</b>	Human Resources Generalist
<b>Location</b>	Other inside the diocese
<b>Application Deadline</b>	Wednesday, May 31, 2023

#### Job Description

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statue#1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Human Resources Generalist is the main contact for tasks related to hiring, developing and managing employees of the Curia. The position provides training to staff, performs administrative tasks for the department, and coordinates human resources processes. The generalist also assists the Director with tasks related to schools, parishes, and diocesan entities.

#### Job Qualifications

Bachelor’s degree in human resources or another related field. Experience can be substituted for education. Experience in Human Resources field preferred.  
Must be a practicing Catholic in full communion with the teachings of the Church.

Full job description may be found here: [https://dioorg-my.sharepoint.com/:b/g/personal/edanaher\\_dio\\_org/EXWq7zeHb91PhSiciHOtbRQB2jPq63Al4sL9eaDr0s-mvQ?e=BX8hQ0](https://dioorg-my.sharepoint.com/:b/g/personal/edanaher_dio_org/EXWq7zeHb91PhSiciHOtbRQB2jPq63Al4sL9eaDr0s-mvQ?e=BX8hQ0)

#### How to Apply

Please send resume and cover letter to Erin Danaher at [hr@dio.org](mailto:hr@dio.org) or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.