**Job Description**

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| **Job Title:** | Insert job title |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
| **About CRS:**  Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need. | |
| **Background:** | |
| Insert two to three sentences about what we are doing in the emergency. | |
| **Primary Function:** | |
| Two to three sentences that summarize the job. | |
| **Job Responsibilities:** | |
| 1. List key general tasks the person will carry out. Don’t list ALL tasks. Use numbers rather than bullets to make the list. | |
| **Supervisory Responsibilities:** | |
| List the positions this person will supervise | |
| **Key Working Relationships:** | |
| **Internal:** | |
| List the people inside CRS that the individual will work closely with. | |
| **External:** | |
| List the people outside CRS that the individual will work closely with. This section might be blank. | |
| **Competencies:** | |
| *These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*   1. *Serves with Integrity* - Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless. 2. *Models Stewardship* - Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals. 3. *Cultivates Constructive Relationships* - Builds and maintains mutually beneficial relationships through solidarity. 4. *Promotes Learning* - Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission.   **CRS Emergency Competencies:**  Each CRS staff member working in emergencies is expected to have the following competencies to fulfill his or her responsibilities and to achieve the desired results:   * Communicates strategically under pressure * Manages stress and complexity * Actively promotes safety and security * Manages and implements high-quality emergency programs | |
| **Qualifications:** | |
| **Required:** | |
| 1. List education level, experience, languages and other things that the person who has this job MUST have to be considered for the position. | |
| **Preferred:** | |
| 1. List qualifications that are not required, but that we would like to have in this person. | |
| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.**  **CRS’ talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**  **EOE/M/F/D/V** | |