Position Posting

Ignatian Hispanic Ministry Coordinator, North Carolina Region

Title: Assistant Director for Hispanic Ministry in North Carolina
The Jesuit Collaborative

Employment status: Full-time

Salary: Commensurate with experience

Reports to: Director of Hispanic Ministry – The Jesuit Collaborative

Organization Description:

The Jesuit Collaborative (TJC) is a 501c (3) non-profit organization that helps people grow closer to God through the Spiritual Exercises of St. Ignatius across the 2 East Coast provinces of the Society of Jesus. In keeping with the Jesuit tradition of working with the underserved, TJC’s mission reaches out to young adults, Hispanics/Latinos and other populations eager to experience the Exercises. TJC is pledged to serve the Church by providing for the spiritual development and care of persons, forming leaders, and nurturing a faith that does justice.

Position Summary:

The Ignatian Hispanic Ministry Coordinator will be responsible for delivering programs in Spanish speaking communities through North Carolina. She/he will server as the "face" of the ministry to participants, guest speakers, mentors, spiritual directors and colleagues. The Coordinator will be responsible for developing new programs and situating existing programs in his/her territory. He/she will engage in marketing of programs, recruiting of directors and presenters, evaluating programs, establishing partnerships with local communities and institutions. Developing a calendar that looks 18-24 months ahead, covering multiple venues and opportunities, will be essential. The Coordinator will have to develop and monitor budgets, review expenditures and income, and suggest stipends for directors, presenters, etc.

Qualifications:

To achieve the goals of community-based ministry, the ideal candidate must:

1. Be fully bilingual (Spanish and English), bicultural and familiar with the Hispanic community.
2. Be able to travel within North Carolina and to other areas where The Jesuit Collaborative ministers with the Hispanic community.
3. Be able to work weekends and evenings.
4. Be a highly accountable self-manager who can interact credibly with retreat and spiritual directors, Church leaders, retreatants and directees, donors, mentors, supervisors, media representatives, and faith-based communities.
5. Make participants feel welcomed, engaged, and enthused about spiritual growth.
6. Have a demonstrated understanding of the Spiritual Exercises of St. Ignatius and Ignatian Spirituality.
7. Have a facility with business software (spreadsheets, databases, financial programs, etc.) and presentation and communications software (Power Point, Skype, Google Hangouts, Twitter, Video Calls, etc.)
8. Bring some other relevant background or skill set to the programs, for example, an expertise in adult formation or facilitating groups.

A bachelor's degree will be required, and advanced post-graduate work in Hispanic Ministry or other relevant field is highly desirable.

This full-time position will report to the Director of Hispanic Ministry. The Coordinator will collaborate with the:

1. Regional Jesuit Collaborative Director in coordinating with English language programming in NC.
2. Chief Development Officer in assisting in development and communications functions.
3. TJC’s financial managers in providing timely and accurate reports.

Specific goals for the first year will include (but not be limited to):

- 4 days of reflection
- 4 days of prayer
- 2 weekend retreats
- 40 people per year being part of the School of Ignatian Spirituality

Additional Responsibilities: The Coordinator will

1. Prepare reports on
   - Programs offered and planned.
   - Census of participants.
   - Income and expenditures.
   - Evaluation of programs and presenters/directors.
   - Geographic distribution of activities.

2. Attend ministry offerings on a regular basis and interact with participants where appropriate.

3. Join TJC meetings to plan and execute events that involve the North Carolina area.

Finally, the Coordinator must bring a "can do" attitude to this task, appreciating that there will be need to pitch in and take care of the nitty-gritty "housekeeping" tasks that are essential to the smooth functioning of a program that will operate with little on-site support staff.

Applicants, please send a letter of interest in English and resume to:

Sr. Marilyn Dunphy MHSH
The Jesuit Collaborative
300 Newbury Street
Boston, MA 02115