Job Posting

Title: Regional Director (Level 1A)  
Contemplative Leaders in Action

Description: Part-time, employment “at will”  
260 hours / year

Reports to: Director, Contemplative Leaders in Action

Contemplative Leaders In Action (CLA) is a ministry of the Office of Ignatian Spirituality, of the USA Northeast (UNE) and Maryland (MAR) provinces of the Society of Jesus (the Jesuits). CLA is a two-year program rooted in Ignatian spirituality and leadership created for talented young adult professionals seeking community, personal growth, opportunities for discernment, and leadership development. CLA seeks to encourage and support such young adult leaders as they serve others, particularly those in need.

Position Summary:
The Regional Director (RD) is responsible for administering and representing CLA in a specific region. The RD recruits each cohort, guides participants through the two-year experience, implements the curriculum, oversees the administration of the program, and supporting the CLA community – participants, guest speakers, mentors, spiritual directors, advisory committee members, and others. Regional directors help to create and maintain a supportive community in which CLA can flourish locally and nationally.

Responsibilities
A general overview of the major responsibilities is included below:

1. The primary responsibility of a Regional Director (RD) is the implementation of the program as described in the curriculum and detailed by CLA leadership. This includes but is not limited to planning and facilitating all pertinent aspects of the
program particularly the retreats and monthly meetings; supporting cohort participants in their journey over the two-year period; overseeing the capstone projects; and recruiting, interviewing and selecting new cohort members;

2. Regional directors are responsible for the *administration of the program* in a particular region. This includes but is not limited to following all organization and programmatic policies; working closely with CLA leadership; participating in a monthly director’s video conference call and attending the annual weekend meeting; and ensuring the remittance of tuition fees from all cohort participants.

3. As the primary representative in a region, directors collaborate with the *Regional Advisory Committee* and other supporters to ensure the stability and success of CLA on the regional level. This includes but is not limited to building and supporting the local CLA community; attending and participating in three annual meetings of the advisory committee; supporting the committee’s advancement initiatives; and involving the committee in recruitment, mentoring, capstone projects, etc.

A more detailed explanation of responsibilities will be provided to candidates selected for interviews.

**Qualities and Skills:**

- Strong understanding of Ignatian spirituality and leadership development.
- Ability to interact comfortably and professionally with young adults.
- Experience in teaching or group facilitation.
- Excellent communication and interpersonal skills.
- Competency with social media and adept at integrating new technologies.
- Can work well with a geographically diverse team.
- Able to balance role with other potential employment.
- A bachelor’s degree is required, and advanced post-graduate work is desirable.
- Spanish-speaking ability desirable.
It is of the utmost importance that deal applicants bring to bear passion for the mission of CLA, a capacity for teamwork, and a willingness to help advance the program.

**Time Commitment and Salary:**
A Level 1A regional director position involves approximately 260 hours per year, most heavily concentrated between September and June. Hours will be logged based on the administrative schedule. While you are expected to fulfill the duties as outlined, you do have flexibility with respect to where and when you do much of your work, provided that the work is successfully accomplished. The salary for the position is $7,280 and is payable bi-monthly. As an at-will employee either you or UNE province may terminate employment at any time. It is expected, however, that both you and province will give a minimum of two weeks’ notice before terminating employment.

**Applicants, please send a cover letter and resume to:**

Sean Patrick Sanford  
Director, Contemplative Leaders in Action  
214 Emmons Road  
Southampton, NJ 08088  
or email to: spsanford@jesuits.org

Applications will be reviewed beginning July 2016. We would like to fill the position by August 2016.