Ignatian Hispanic Ministry Coordinator, New York Region

Organization Description:

The Jesuit Collaborative (TJC) is a 501c (3) non-profit organization that promotes the Spiritual Exercises of St. Ignatius and Ignatian Spirituality across the East Coast provinces of the Society of Jesus through training, formation, and networking of lay men and women, Jesuits and other religious. 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.

Program Description:

As the New York Province shifts its focus to community based retreat ministry, it asks TJC to coordinate this outreach. The ministry will focus on a full range of Ignatian programming from initial experiences of prayer to the full Spiritual Exercises and to the training of directors.

Position Summary:

The Ignatian Hispanic Ministry Coordinator will be the "face" of the ministry to participants, guest speakers, mentors, spiritual directors and colleagues in New York and New Jersey. 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:

- Be fully bilingual (Spanish and English), bicultural and familiar with the Hispanic community.
- 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.
- Make participants feel welcomed, engaged, and enthused about spiritual growth.
- Have an understanding of the Spiritual Exercises of St. Ignatius and Ignatian Spirituality.
- Understand and monitor the need for supervision and mentoring of directors.
- Have a facility with business software (spreadsheets, databases, financial programs, etc.)
- 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 is highly desirable.
This full-time position will report to the Director of Hispanic Ministry of The Jesuit Collaborative. The Coordinator will also collaborate with the

- TJC Director of Programming in order to coordinate events.
- TJC Director of Partnerships to place partners in ministry positions and provide feedback to the Director on the performance of partners.
- TJC Director of Formation to identify candidates for training and to place trainees in appropriate programs with supervision and evaluation.
- TJC Director of CLA
- TJC Chief Development Officer to assist in development functions.
- TJC’s financial managers.

**Time commitment:** The Coordinator will

- Prepare monthly reports on
  - Programs offered and planned.
  - Census of participants.
  - Income and expenditures.
  - Evaluation of programs and presenters/directors.
  - Geographic distribution of activities.
- Attend ministry offerings on a regular basis and interact with participants where appropriate.
- Join TJC meetings to plan and execute events that involve NY and NJ.

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

- 4 days of reflection
- 8 days of prayer
- 2 weekend retreats
- 15 members of CLA for Hispanics in the second year
- 10 people making Annotation 19 retreats each year
- 15 people per year being part of the School of Ignatian Spirituality.

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.

**Administrative Support:**

The Coordinator will receive part-time administrative support from an Administrative Assistant who can be called upon to prepare email blast, confirm bookings or other logistical arrangements, to assist in collection of the annual fees, forward stipend requests to TJC financial managers, etc.

**Please send your cover letter, resume and 3 references via email to espanol@jesuitcollaborative.org no later than May 28th.**