



Assistant for Justice, Peace and the Integrity of Creation (JPIC)

The Assistant for Justice, Peace and the Integrity of Creation will provide support and resources to the Office of Temporalities in service to the Marianist Province of the United States. The Province is committed to the transformation of society through direct service and advocacy. The assistant will educate and provide formational experiences for Marianist brothers and priests and will nurture a culture that promotes justice as an essential element of the Province's vision and mission. The individual's efforts will be measured by the actions of brothers and priests in the area of JPIC.

The individual will carry out the goals in the Province's "Advancing Justice" document and will support, direct and mentor lay and religious who work and volunteer in Province institutions and ministries. The assistant will be a representative of the Province of the United States and the designate of the Assistant for Temporalities to specific national justice and peace organizations. The assistant will be a clear witness of the Marianist charism and a model of the Province's vision and mission.

This exempt position reports to the Assistant for Temporalities and is located at the Marianist Province office in St. Louis. The job requires moderate travel.

DUTIES AND RESPONSIBILITIES

1. Provide educational opportunities, experiences, methods and processes for Marianist brothers and priests that enrich JPIC within communities, ministries and services.
2. Deepen the formation of a Province culture that promotes justice as an essential element of the Province's vision and mission. Provide encouragement to Province brothers and priests to live out personal and communal commitments that improve the lives of the poor and vulnerable. Promote a deep commitment to a "culture of life" within the Province.
3. Provide formational experiences of engagement and reflection for brothers and priests that communicate the Province's commitment to JPIC according to Catholic Social Teaching documents and the Province document, "Advancing Justice."
4. Be a connector of JPIC initiatives throughout the Province. Facilitate differences of opinion and link individuals, communities, institutions and ministries to strengthen their various programs.

5. Assist Marianist universities, secondary schools, parishes and retreat centers with formation programs and resources and facilitate moving justice beyond an intellectual experience.
6. Provide a regular stream of information, programs and processes to influence and support communities to reflect upon ecological justice. Develop and facilitate ways to express care for the environment so that brothers and priests will deepen their commitment to the protection of the environment. This is especially done in working in partnership with the Marianist Environmental Educational Center (MEEC), a Province-sponsored ministry.
7. Serve as the liaison with the Marianist Social Justice Collaborative (MSJC) to help Province members unite with other members of the Marianist Family to advocate for justice issues.
8. Collaborate with international JPIC initiatives through the Society of Mary's General Administration in Rome and the Marianist NGO to the United Nations. Represent the Province on specific national organizations for Justice, Peace and the Integrity of Creation. Inform the Office of Temporalities about actions on responsible corporate investments through membership in the Interfaith Center on Corporate Responsibility (ICCR).
9. Prepare the necessary reports and presentations for the Assistant for Temporalities, communicating successes and opportunities, including needs, budgeting and funding support.
10. Assist the Director of Communications in developing the JPIC webpages at www.marianist.com and provide stories for the Province online newsletter, magazine and social media sites. Work with the Office of Communications to produce a regular communication to the Province about JPIC.

This position will have the support of a shared administrative assistant.

QUALIFICATIONS

- Practicing Catholic, commitment to Gospel values and a desire to embrace the mission of the Society of Mary and the Marianist Province of the United States.
- The ideal candidate will be a good listener with established pastoral and people skills. The candidate will have demonstrated partnering and collaboration skills with various teams to achieve specified goals. Excellent writing and oral communication skills are critical. The candidate will demonstrate the ability to build professional relationships based on trust, and have a passion and intensity for Justice and Peace and the Integrity of Creation. The candidate will demonstrate the ability to deal with change and have a desire for ongoing education in the area of JPIC. The candidate will be a self-starter.
- The candidate will understand a global approach to solidarity and compassion for the poor as an ecclesial perspective.
- The candidate will have a working knowledge of Catholic Social Teaching documents and policy and an understanding of the Marianist charism, vision and mission of the Marianist Province of the United States

EDUCATION /TRAINING AND EXPERIENCE

- Bachelor's degree required; advanced degree in ministry/theology/relevant fields preferred
 - At least 8-10 years of ministerial experience in Catholic diocesan ministry, schools, parishes or Justice, Peace, Integrity of Creation initiatives
 - Excellent computer skills and knowledge of web-based meeting programs
 - Available for evening and weekend work
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PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

REASONABLE ACCOMMODATIONS

Lifting up to twenty pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary. 5.25.2011