

Marianist Social Justice Collaborative
Assistant Director
Job Description

JOB TITLE: Asst. Director, Marianist Social Justice Collaborative **FLSA:** Exempt

REPORTS TO: Director, Marianist Social Justice Collaborative

GENERAL SUMMARY: The Asst. Director works collaboratively with the Director to provide support and leadership to the volunteers in MSJC in ways that assure effective education and action for social justice. This is a half-time (20 hours per week) position. This person will work remotely, i.e. from a home office, and can be located anywhere in the US.

SPECIFIC DUTIES AND RESPONSIBILITIES:
(May perform some or all of the following tasks)

1. Provides support to the MSJC issue teams in defining and achieving their goals. Works closely with the team chairs, particularly in the preparation for team meetings and conference calls, in ways that help each of them be effective leaders for their teams. Coordinates team activities with the Director.
2. Assures that the MSJC website is updated regularly. Coordinates with the webmaster to assure that the website remains current.
3. Promotes the presence of MSJC on social media, working with the volunteer social media coordinator.
4. Supports the fundraising efforts of MSJC as needed.
5. Performs other related tasks as needed.

SKILLS AND EXPERIENCE: The ideal candidate will have the following-

- Proven ability to work with volunteers in a way that is collaborative and empowering.
- At least a college degree, but applicable work or life experience will also be considered.
- Knowledge of and experience in working with social justice issues.
- Work experience in non-profit settings.
- Involvement in, or at least familiarity with, the Marianist Family and Marianist charism.
- Basic computer skills.
- Competent in working with the internet, social media and websites.
- Ability to work independently.

Send resume, including statement of why you are interested in this position, to Jim Vogt (jimvogt2@yahoo.com).

Application deadline – June 23, 2017