

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Marianist LIFE Coordinator **LOCATION:** St. Louis, MO (preferred)

**REPORTS TO:** Assistant to the Office of Sponsorship **FLSA:** Exempt

### GENERAL SUMMARY

Marianist LIFE (Living in Faith Experience) is a national faith-formation program for high school students, rooted in Catholic teaching and the Marianist charism.

The Marianist LIFE Coordinator:

- Provides vision, leadership and support to Marianist-sponsored ministries and other ministries regarding Marianist LIFE and Marianist LIFE affiliated programs
- Supports Marianist-sponsored ministries throughout the academic year to sustain vibrant Marianist LIFE communities for students that support the mission and vision of Marianist LIFE
- Is responsible for all planning, promotion and implementation of Marianist LIFE Summer Programs, including recruitment, training and supervision of Regional Coordinators and Coordinating Team members
- Works independently and collaboratively with the Office of Sponsorship to support ongoing charism formation and mission integration of Marianist-sponsored ministries

### SPECIFIC DUTIES AND RESPONSIBILITIES:

The Marianist LIFE Coordinator represents the Province as an animator and clear witness of the Marianist charism. This role supports the development of Marianist LIFE small faith communities and helps form, build and maintain professional relationships with sponsored ministries and other partners in mission.

#### Maintaining and supporting the Marianist LIFE program:

- Coordinate, support, assess and supervise Marianist LIFE faith formation programs within the Marianist Province of the United States:
  - Promote and sustain the mission and vision of Marianist LIFE
  - Maintain effective and regular communication about formation opportunities for administrators and Marianist LIFE moderators / coordinators
  - Support Marianist LIFE communities during the academic year through:
    - In person visits and regular visits using phone and video conferencing with Marianist sponsored ministries and Marianist parishes engaged in Marianist LIFE
    - Provide orientation to new administrators and LIFE coordinators / moderators
    - Provide resources, best practices, methods, and ongoing support to Marianist LIFE Communities for further growth and nurturing (to benefit students and moderators)
  - Coordinate an assessment processes of Marianist LIFE programs to assist in ensuring mission effectiveness in collaboration with the Office of Sponsorship. This includes:
    - Prepare and facilitate annual LIFE review for all sponsored ministries
    - Coordinate visits and formation opportunities with the Office of Sponsorship Mission Integrations visits
    - Supply Office of Sponsorship with summaries of LIFE visits

#### Coordinating, Supporting and Managing the Marianist LIFE Summer program:

*(Special attention is given to Marianist Sponsored Ministries and Marianist parishes, but this also includes non- Marianist institutions that have an active Marianist LIFE program)*

- Responsible for communications, planning and oversight of registration and coordination for the summer LIFE program

- Maintain scholarship requests and make recommendation on dispersion of scholarship monies
- Oversee Coordinating Teams and the organization & implementation of summer programs
  - Guide the discernment process for new Coordinating Team members
  - Provide appropriate orientation with the Regional Coordinators and Coordinating Teams
  - Facilitate tasks and regular conference calls with Regional Coordinators
- Coordinate child protection training
- Supervise the design and implementation of national social justice modules in collaboration with Marianist social justice ministries
- Attend summer LIFE programs to:
  - Network and be present at a summer program especially with new regional coordinators
  - Present national report to Coordinating Teams and Staff at Moderator Days in person, via video, or through Regional Coordinators
  - Provide support for Regional Coordinator and Coordinating Teams
  - Serve as Regional Coordinator as assigned
- On-going evaluation of staffing, structure and programing

**Marianist LIFE Administrative responsibilities:**

- Create and manage annual budget; maintain financial oversight for the Marianist LIFE programs
- Oversee maintenance of national database for Marianist LIFE (and all program Alumni)
- Create an annual report for the Marianist LIFE program
- Coordinate special events & fundraising efforts as assigned
- Supervise Regional Coordinators and administer stipends (as well as oversee management of 100+ summer staff/team members)

**Communications – Marianist LIFE:**

- Execute and evaluate communication strategies to better inform students, adult moderators & staff, young adults, and the Marianist family about Marianist LIFE. This includes publishing a quarterly e-newsletter and utilizing and monitoring social media to promote and support Marianist LIFE.

**Other Marianist LIFE responsibilities:**

- Plan LIFE moderators’ formation opportunities. This may include retreats, phone and video conference and other formational strategies that support the role of the Marianist LIFE moderator and best practices for effective LIFE programs.
- Maintain, update and facilitate strategic planning, policies, and procedures for the Marianist LIFE program

**Office of Sponsorship**

- Attend and participate in meetings and planning, training and formation sessions as assigned
- Prepare timely reports, presentations and other resource/support materials required for the work of the Office of Sponsorship
- Collaborate on visits to sponsored ministries

**General responsibilities**

- Collaborate and sustain working relationships with various entities in the Marianist family
- Perform other related tasks as requested

**QUALIFICATIONS & EXPERIENCE**

Bachelor’s degree in pastoral ministry, education, or related field; or degree and related experience. Minimum of three years’ experience in an administrative/leadership position. Proven experience leading-and coordinating Catholic youth formational programs. Marianist LIFE experience preferred.

**SKILLS & ATTRIBUTES**

- 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 ability to lead, partner and work collaboratively in a service-oriented team environment and manage (directly and indirectly) supporting roles for Marianist LIFE
- Strategic thinker; good listener, with strong people skills and a warm, empathetic and engaging personality.
- Proven administrative, organizational and time-management skills
- The ability to build professional relationships based on trust
- Have a passion for responsibility and demonstrate the qualities of a self-starter who can work effectively remotely
- Excellent presentation and communication skills (written and verbal)
- Excellent computer skills with experience creating and managing online meetings and video conferences, digital communications, social media, word processing, and spreadsheet and data base management experience.
- Must be available for travel and evening or weekend work as required

**PHYSICAL DEMANDS**

Work is generally in an indoor setting with some summer outdoor activities. Must be able to travel alone by plane and car. 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.

**ACCOUNTABILITY**

The Marianist LIFE Coordinator is directly accountable to the Assistant to the Office of Sponsorship.

**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.

**To Apply**

Email cover letter and resume to: [megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)

**Salary and Benefits**

**Competitive salary and benefit package includes medical, dental, life, LTD, 403B and paid time off.**