

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Assistant Director of the Marianist Social Justice Collaborative (<https://msjc.net>)

FLSA: Exempt

REPORTS TO: Director, MSJC

LOCATION: Remote (home office)

TYPE: Part time (20-25 hours/week)

GENERAL SUMMARY: The Marianist Social Justice Collaborative (MSJC) is seeking an Assistant Director, who reports to and works collaboratively with the MSJC Director. MSJC's focus is to unite and multiply the efforts of Marianists to act for social justice. The Assistant Director will advance MSJC's mission by providing leadership, facilitation, and support to the volunteers in MSJC in ways that assure effective education and action for social justice within and beyond the Marianist Family.

SPECIFIC DUTIES AND RESPONSIBILITIES

May perform some or all of the following:

1. Provide support to the MSJC issue and project teams in defining and achieving their goals. Work closely with the team chairs or representatives, particularly in the preparation for team meetings and conference calls. Support all programming, events, and resource development of each team. The Assistant Director acts as a liaison that communicates between teams and the Director.
2. Respond to all inquiries received from MSJC's website or to the general email.
3. Promote the presence of MSJC on social media platforms (e.g. Instagram and Facebook). Maintain MSJC's branding across platforms and in MSJC's promotional materials.
4. Support the fundraising efforts of MSJC.
5. Provide research on and opportunities for the Marianist Family and MSJC to engage in social action and advocacy.
6. Encourage and support collaboration between issue teams, the greater Marianist Family, and other organizations.
7. Assist in the development of and implementation of MSJC's goals.
8. Perform other related tasks as needed or assigned by the Director.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree
- Proven ability to work with a diverse base of volunteers in a way that is collaborative.
- Strong organizational and project management skills including planning, collaborative, program development, task facilitation, recruitment, and coordination of volunteers.
- Knowledge of and experience in working with social justice issues.
- Involvement in, or familiarity with the Marianist Family and Marianist charism.
- Ability to work independently and with a team
- Aptitude for flexibility, creativity, and adaptability.
- Well-developed presentation, oral, and written communication skills.
- Competence in successfully utilizing technology platforms such as Constant Contact, Zoom, MS Office, social media platforms, Slack, and Google Suite.
- Successful 2-5 years of applicable work or life experience.

COMPENSATION AND BENEFITS:

Salary will be commensurate with experience, qualifications, and determined weekly hours. Benefits include retirement, medical, dental, vision, paid time off, and holidays.

PHYSICAL DEMANDS:

Some lifting and moving of materials for activities or promotion purposes.

WORK ENVIRONMENT:

- Work remotely from a home office.
- Flexible work schedule including some evening hours per week, occasional weekend events, and a few travel weekends (about 5) per year.
- Availability to travel as necessary for in-person meetings or to represent the organization.

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.

Updated January 2022

APPLICATION AND QUESTIONS:

For general questions about this position, reach out to MSJCsearch@gmail.com. Interested persons are encouraged to apply by emailing the application materials to MSJC's search committee at MSJCsearch@gmail.com by Monday, February 28 at 5 PM ET. Application materials to submit:

- Resume
- Letter of interest
- 3 references (with contact information) familiar with your work
- A writing or presentation sample

(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)