

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Coordinator, Office of Sponsorship

LOCATION: Flexible

REPORTS TO: Assistant to the Office of Sponsorship

FLSA: Exempt

GENERAL SUMMARY

The Coordinator, Office of Sponsorship:

- Provides vision, leadership, and support for Marianist LIFE (Living In Faith Experience)
- Provides support for the formation and animation of the Marianist charism for Marianist-sponsored ministries
- Coordinates all aspects of Marianist LIFE summer programs.

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

Coordinating, Supporting and Managing the Marianist LIFE program:

- Coordinate, support, assess, and supervise Marianist LIFE faith formation programs:
 - Promote and sustain the mission and vision of Marianist LIFE
 - Support Marianist LIFE communities through in-person and virtual visits with Marianist schools and Marianist parishes engaged in Marianist LIFE
 - Provide orientation, resources, best practices, and support to Marianist LIFE communities and moderators
- Responsible for communications, planning, and oversight of registration and coordination for the summer LIFE program
- Oversee Coordinating Teams and the organization and implementation of summer programs
- Coordinate child protection training for Marianist LIFE
- Attend summer LIFE programs to network and provide support for Regional Coordinators and Coordinating Teams
- Serve as Regional Coordinator as assigned
- Conduct ongoing evaluation of staffing, structure, and programming

Other Marianist LIFE responsibilities:

- Create and manage an annual budget; maintain financial oversight for the Marianist LIFE programs
- Supervise Regional Coordinators and administer stipends
- Execute and evaluate communication strategies to inform students, moderators, teams, and the Marianist family about Marianist LIFE
- Plan LIFE moderators' formation opportunities
- Maintain, update, and facilitate strategic planning, policies, and procedures for the Marianist LIFE program

Office of Sponsorship

- Participate and assist in planning, training, and facilitating 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
- Develop formation experiences for campus ministers and youth

General Responsibilities

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

Qualifications and experiences

- 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 formation experiences.
- Marianist LIFE and mission integration experience preferred

Skills and Attributes

- 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, manage, and work collaboratively in a service-oriented team environment
- Strategic thinker; good listener with strong people skills and a warm, empathetic, and engaging personality
- Proven administrative, organizational, and time-management skills
- 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 database management experience
- Must be available for travel and evening or weekend work as required

PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to travel alone by plane and car. Must be able to handle and lift objects and or materials of up to twenty pounds. Must be able to use the telephone (hear and speak) and a computer.

ACCOUNTABILITY

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

REASONABLE ACCOMMODATIONS:

Lifting to twenty pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. The 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

Salary and Benefits

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