

The National Justice, Peace and Integrity of Creation (JPIC) Office for the Sisters of Notre Dame (SND)

Position Title: Co Director of the SND Justice, Peace and Integrity of Creation Office
with a focus on Advocacy and Education

Reports to: The Sisters of Notre Dame (SND) Leadership Team and Advisory Council

Position Summary: The director will facilitate activities advocating social action and justice through advocacy and education to carry out the Sisters of Notre Dame mission for systemic change for the poor and marginalized, especially women and children.

The director will be under the supervision of the SND Leadership Team. The director will work in collaboration with Sisters of Notre Dame Advisory Council for JPIC and the JPIC National Office Volunteer Co-Director. This position directs, manages, supervises, and administers activities of the Sisters of Notre Dame JPIC National Office.

The location of the office could be in one of the following areas: Covington, KY, Chardon, OH or Toledo, OH in a facility owned/operated by the Sisters of Notre Dame.

Responsibilities:

- Ensure that the activities of this position and relevant programs are consistent with the mission, vision and values of the Roman Catholic Church and the mission of the Sisters of Notre Dame ministering throughout the United States.
- In collaboration with the SND Advisory Council for JPIC, research, identify, and analyze social justice issues within the context of Roman Catholic Social Teaching to determine the impact of issues, particularly those adversely affecting women and children.
- Foster legislative and systemic change around critical issues that impact the quality of life of women and children.
 - Develop and maintain legislative network.
 - Implement and administer programs to carry out the social mission of the Sisters of Notre Dame providing advocacy for just and equitable change in local, state, and national institutions in particular those that impact vulnerable and marginalized women and children.
 - Work with SND stakeholders, i.e. sisters, associates, colleagues, young adults, sponsored ministries, and collaborators to provide educational materials and recommended action steps through forums, presentations, newsletters, workshops, bulletins, and seminars.
- Identify and build productive relationships with community leaders, potential sponsors and funders, to positively enhance the mission and objectives of the National JPIC Office.
- Foster effective relationships with the Communication Office, Development Office, Education Office and Vocation and Formation Offices of the Sisters of Notre Dame.

- Collaborate with the co- directors in developing a three-year plan of action based on the JPIC Ministry on the Margins Direction.

Provide opportunities for networking and coordination of JPIC efforts among SND stakeholders.

- Convene regular meetings with the SND Advisory Council for JPIC.
- Network with social action, service agencies and advocacy organizations locally and nationally when appropriate to develop cooperative programming to address social justice needs of designated area/communities.
- Initiate and develop programs that assist SND stakeholders in identifying their own social action needs in regional areas and aids in formulating effective response.
- Maintain and update knowledge regarding latest legislative activity at local, state and national levels. Maintain appropriate communication with legislators.
- Maintain knowledge and awareness regarding developments in the social justice arena by reading a wide range of topical literature and attending workshops and conferences.
- Lead, develop and communicate SND Corporate Stance Initiatives and Rapid Response Initiatives in coordination with leadership and appropriate committees.
- Work collaboratively with the Congregational JPIC Coordinator in Rome and with local SND JPIC Committees.
- Plan and implement annual budget for Advocacy and Education efforts of the SND National JPIC Office.
- Communicate with Sisters, associates, and co-workers via face-to-face, phone, zoom meetings, skype, and other technological means.
- Perform other duties as necessary to accomplish objectives.

Position Qualifications

- Combination of experience and education normally represented by a Bachelor's Degree in relevant field and 3-5 years related professional experience.
 - Ability to:
 - Analyze and effectively articulate the justice agenda
 - Motivate others on behalf of justice issues and concerns
 - Engage others in active dialogue and reflective thinking
 - Present effectively to diverse populations
- Experience in planning, administration, management and budgeting.
- Solid background in Roman Catholic Social Teaching and Roman Catholic doctrine and commitment to consistent ethic of life and social mission of the Roman Catholic Church.
- Willingness to learn and understand the congregation's charism.
- Sensitivity to language as it impacts race, gender and culture.
- Must have excellent oral, written, and interpersonal communication skills.

- Ability to effectively and productively work with people of very diverse economic, cultural and administrative backgrounds.
- Demonstrated understanding and ability to work with local structures and national structures relative to geographic area where the Sisters of Notre Dame and collaborators minister.
- Flexibility in schedule for evening and weekend meetings including those off site and at the state and national levels.
- Good organization, strong detail orientation, facilitation, and public speaking skills.
- Must be able to work independently from general instructions.
- Must have the ability to effectively prioritize and implement a variety of concurrent and varying activities.
- Good working knowledge of computer and familiarity with Microsoft Office software.
- Must have valid Driver's License and reliable means of transportation for local travel.
- Ability to supervise and direct activities of program participants.

Send cover letter and resume to Dan Schilling HR Director dschilling@ndec.org