

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 Direct Service and Volunteer Opportunities

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

Position Summary: The director will animate SND stakeholders to a commitment to Direct Service in the area of Justice, Peace and Integrity of Creation by providing a range of volunteer, immersion and other activities that will engage SND them.

The director works under the supervision of the SND Leadership Team. The director works in collaboration with the Sisters of Notre Dame Advisory Council for JPIC and the JPIC National Office Advocacy and Education Co-Director. This position 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 facilities owned/operated by the Sisters of Notre Dame.

Responsibilities:

- Provide a range of volunteer, immersion and other activities that engage SND stakeholders in working with women and children, especially those on the margins.
- 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 plan volunteer and immersion opportunities which deepens the understanding of the adverse impact of some public policy, particularly those adversely affecting women and children on the margins.
- Provide education, information, and problem-solving opportunities for SND stakeholders as well as opportunities for SND stakeholders to engage in direct assistance efforts.
- Research ways to offer international volunteer immersion experiences with our sisters in other countries, including *Sisters Without Borders* program.
- Establish networks of SND stakeholders who serve in similar ministries to learn and collaborate on ways to support those on the margins.
- Provide regular updates to the Leadership Team.
- Meet and work collaboratively with the Advisory Council and local SND JPIC committees.
- Foster effective relationships with Communications Office, Development Office, SND Educational Office and Vocation and Formation Offices in developing volunteer opportunities.
- Collaborate with the co-directors in developing a three-year plan of action based on the JPIC Ministry on the Margins Direction.

- Work collaboratively with our Congregational JPIC Coordinator in Rome and with local SND JPIC Committees.
- Communicate with Sisters, associates, and co-workers via face-to-face, phone, zoom meetings, skype, and other technological means.
- Identify and learn from religious congregations who have developed effective systems and services for volunteer and immersion experiences for Ministry on the Margins.
- Develop opportunities for associates to connect more directly with the Ministry on the Margins volunteer and immersion experiences.
- Engage SND Stakeholders in Ministry on the Margins experiences.
- Plan and implement annual budget for Direct Service and Volunteer Opportunities of the SND National JPIC office.
- Maintain appropriate records and submit reports/budgets as requested.
- Perform other duties as necessary to accomplish objectives.

Position Qualifications:

- Bachelor's degree and/or five years' relevant justice ministry experience
- 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 Sisters of Notre Dame Congregation's charism
- 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
 - Strong organizational, written and verbal communication, leadership and technology skills
 - 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 volunteers.
- Sensitivity to language as it impacts race, gender and culture.
- Ability to manage flexible hours and a willingness to travel (25%-30%).
- Strong self-motivation and decision-making ability.

Send cover letter and resume to: Dan Schilling, HR Director
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