



## School Sisters of Notre Dame

### Atlantic-Midwest Province

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6401 N. Charles Street  
Baltimore, Maryland 21212  
(410) 377-7774  
[www.amssnd.org](http://www.amssnd.org)

October 2025

**Position Title:** Assistant Director

**Department:** Office of Justice Peace and Integrity of Creation (JPIC)

**Job Type:** Full-time (40+ hours per week), FLSA Exempt

**Location:** Remote or on site – TBD

**Accountable to:** Director, JPIC

### Organization

School Sisters of Notre Dame Atlantic-Midwest Province, Inc. [www.atlanticmidwest.org](http://www.atlanticmidwest.org)

The School Sisters of Notre Dame (SSND) are an international congregation of women religious which was founded in Bavaria in 1833. The SSND, now living and ministering in 28 countries on five continents, have our Congregational Headquarters in Rome, Italy. School Sisters from the Atlantic-Midwest Province live and minister in Canada, England, and the United States, with their administrative offices in Baltimore, Maryland. Our mission is to proclaim the good news, directing our entire lives toward that oneness for which Jesus Christ was sent. We collaborate with lay colleagues in our mission to transform the world through education in its broadest sense.

### Position Summary

*“Compelled by the urgent crises of our times, we, School Sisters of Notre Dame, ‘longing for the oneness of all in God’, commit to actions that deepen our relationships of communion, wherever we are. (The Call of the 25th General Chapter)*

The Assistant Director of Justice, Peace, and Integrity of Creation (JPIC) works in collaboration with the Director to promote the dignity of all life, the care of creation, and the SSND charism through education, advocacy, and action. The charism calls us to oneness in God, and as such, we strive to create positive systemic change in society and unity with all life. We address the urgent needs of the time, particularly those of women, youth, and those who are made poor.

### Responsibilities

- Integrates the mission and charism of the School Sisters of Notre Dame into their work
- Understands Laudato Si’ and its intersectionality and engages others in its implementation
- Oversees the SSND Gospel Fund grant in Canada and the United States
- Manages and supports the work of JPIC committees, assigned by the Director, around their respective focus areas

- Plans, assists, or facilitates virtual and in-person webinars, activities, and advocacy opportunities for SSNDs, associates, staff, and ministry colleagues of the province.
- Utilizes the province newsletter and other publications to share JPIC opportunities, education, and/or related stories or experiences.
- Writes content for legislative engagement of SSNDs, Associates and colleagues in the United States.
- Stays informed of current JPIC issues and continues to educate self accordingly.
- Serves on the Shalom North America Coordinating Committee for collaborative North American JPIC work.
- Participates as needed with associated JPIC organizations or committees outside of SSND.
- Networks and collaborates with other province departments to advance our common mission.

### **Professional Skills**

- Minimum of 3 years of successful employment in a faith-based organization or Catholic religious congregation
- Excellent planning, project management, organizational, and problem-solving skills
- Excellent oral and written communication skills
- Strong computer and internet skills
- Comfortable dealing with knowledgeable audiences
- Ability to animate and inspire others to acts of justice, and an understanding of age-appropriate approaches to social justice issues
- A demonstrated collaborative leadership style. Comfortable working with committees and building relationships

### **Education and Qualifications**

- Master's degree preferred.
- Strong understanding of Catholic Social Teaching and tradition
- Commitment to one's own spiritual development
- Flexibility to work nights and weekends as necessary
- Willingness to travel as needed

### **To apply**

- Email cover letter, resume, a related sample of writing, and contact information for two references to Liz Klein, Human Resources Director, [lklein@amssnd.org](mailto:lklein@amssnd.org)
- Position will remain open until filled