



*School Sisters of Notre Dame  
Atlantic-Midwest Province*

**Position Announcement – Director of Associates**

Contact Information: Search Committee members: Sister Mary Roy Weiss, Sister Linda Stilling, Kathy Sylvester, Karen Didier, Amy Larocque-Rumano

Application: Please submit a letter of interest and your resume to Liz Klein, [lklein@amssnd.org](mailto:lklein@amssnd.org)

Applications will be reviewed beginning July 1, 2023

POSITION TITLE:	Director of Associates
REPORTS TO:	Executive Director of SSND Departmental Programs
ORGANIZATION:	School Sisters of Notre Dame Atlantic-Midwest Province, Inc.
LOCATION:	Flexible assuming access to video/phone/email communications and ability to travel
JOB TYPE:	Full-time, Exempt

**THE ORGANIZATION:**

The School Sisters of Notre Dame, members of an international congregation of women religious, was founded in Bavaria in 1833. The first sisters arrived in North America in 1847. Now living and ministering on five continents, the School Sisters of Notre Dame have their Generalate in Rome, Italy. Their mission is to proclaim the good news, directing their entire lives to that oneness for which Jesus Christ was sent. The Atlantic-Midwest Province is one of nine units in the international congregation.

**POSITION SUMMARY:**

The Director of Associates oversees and coordinates the associate relationship throughout the province in accordance with the guidelines reflected in the Plan of Association, Church documents, and the spirit, charism and heritage of the School Sisters of Notre Dame.

The associate relationship of the Atlantic-Midwest province is an invitation to women and men of at least 21 years of age who feel called to live gospel values in the spirit and vision of Blessed Theresa of Jesus Gerhardinger, foundress of the School Sisters of Notre Dame. Through the essentially spiritual relationship, associates and sisters together continue Christ's mission, respond to the changing needs of the Church, and strive to live the charism, values and ideals of Blessed Theresa, each according to the particular way of life to which they have been called to live in the world.

The Director of Associates is appointed by the Provincial Council and oversees the activities of the associates in the province. The director is supported by teams of area coordinators comprised of associates and/or sisters in each of the different geographical areas of the province. Area coordinators support the pre-associates and associates in their respective areas. The director reports to the Executive Director for SSND Departmental Programs for program operations, while the Provincial Council provides overall direction for the Associate Relationship.

## **RESPONSIBILITIES:**

### **I. Leadership and Relationship Building**

- Strengthens the organization of associates and partnership of associates with sisters.
- Engages in the development of the vision for associates in collaboration with the Council, sisters, and associates.
- Establishes and maintains relationships with the area coordinators.
- Identifies and develops associate leadership in the different areas of the province including area coordinators, pre-associate formation team, etc.

### **II. Program Coordination and Administration**

- Develops annual goals and budget in consultation with Executive Director and area coordinators and presents them to the Council for approval.
- Provides regular updates to the council regarding Associate activities, ideas, and concerns.
- Oversees the process of receiving new pre-associate applications and their formation.
- Reviews applications to covenant, determines completion of requirements, and presents candidates to the Provincial council for approval.
- Facilitates selection of new area coordinators.
- Works with sisters, associates, and province departments to strengthen associate formation resources.
- Evaluates Plan of Association periodically.

### **III. Outreach and Education**

- Develop plans to raise awareness of the associate relationship and opportunities for invitation in collaboration with associates, sisters, Provincial Council, sponsored and co-sponsored ministries, and donors.
- Collaborates with the Communications Department on publications, website, brochures, and social media resources.
- Collaborates with the Justice, Peace, and Integrity of Creation (JPIC) Department in order to provide associates with opportunities to be engaged with and to promote province justice commitments.
- Maintain connections and collaborate with associate directors in other provinces.
- Participate in other networking organizations relative to associates.

## **QUALIFICATIONS:**

Ready to uphold **Key Values:** Unity, mutuality, inclusivity, responsibility, love of SSND charism and desire to share it with the wider community, desire to engage in the spiritual life, orientation to service and promotion of justice and peace.

### **Education and experience:**

- Bachelor's Degree required.
- At least two years' experience in community building, counseling, or pastoral ministry
- Experience with religious life and associate relationships
- Some Administration experience.

### **Knowledge, Skills, and Abilities:**

- Ability to collaborate with others and create unity in working with associates, sisters, and colleagues on staff.
- Ability to communicate effectively verbally and in writing.
- Openness and flexibility to new approaches and capacity to facilitate the same with others.
- Understands the identity of associates and that of vowed members.
- Strong planning, organization, and coordination skills.
- Capable with Microsoft Office products (Email Outlook, Word, PowerPoint, etc.) and virtual meeting technology.
- Ability to travel in the US and Canada to attend some off-site conferences, gatherings, and meetings.
- Demonstrated ability to handle confidential information appropriately.
- Strong relationship building skills and ability to recognize and foster individuals' gifts.