



School Sisters of Notre Dame

Atlantic-Midwest Province

Position Description

POSITION DESCRIPTION:	Associate Director of Ministry Services
REPORTS TO:	Director, Ministry Services
ORGANIZATION:	School Sisters of Notre Dame Atlantic-Midwest Province, Inc.
LOCATION:	On-site or remote – TBD, with travel throughout the Province
JOB TYPE:	Full-time, Salaried/Exempt

THE ORGANIZATION:

The School Sisters of Notre Dame (SSND) are members of an international congregation of women religious which was founded in Bavaria in 1833. The first sisters arrived in North America in 1847. SSNDs now live and minister on five continents and have their Generalate in Rome, Italy. Their mission is to proclaim the good news, directing their entire lives toward that oneness for which Jesus Christ was sent. SSND expresses its mission through ministry directed toward education. For them, education means enabling persons to reach the fullness of their potential...they educate with the conviction that the world can be changed through the transformation of persons (SSND Constitution).

The Atlantic-Midwest Province of SSND is one of the nine units in the congregation. Its nearly 400 sisters minister in a wide variety of ways, serving the mission through full time or part time work, volunteer service in and through prayer and presence in Canada, England, Italy, South Sudan and the United States. Over 150 associates committed to the SSND mission across the Province engage and integrate the SSND mission in their own lives and communities. The Province sponsors or co-sponsors schools, including two college preparatory high schools for young women, five learning and career centers, two temporary homes for women in recovery, and a university.

Province staff support the communications, educational programs, and global networks and commitments in order to support the life of the sisters and sustain and advance the mission among its sponsored institutions, benefactors, and associates.

The Ministry Services department supports the Atlantic-Midwest Province and its sponsored and co-sponsored ministries in ensuring that ministry reflects the values and commitments of SSND; maintains Catholic identity; aspires to high standards in service, administration, and management; and creates pathways for sustainability in the future.

POSITION SUMMARY:

The associate director collaborates with the director of Ministry Services in the overall function of the department. The primary function of this position is mission formation for new lay leaders (CEO's and selected leadership of sponsored ministries, province staff), the orientation of new employees, board support and resource creation. Formation takes place in the context of the SSND mission and educational vision, their directional statement and JPIC commitments, including being a Laudato Si' congregation.

RESPONSIBILITIES:

Major Responsibilities

- Contributes to the evolving design and evolution of the ministry formation program and the new employee orientation;
- Implements the new employee orientation and the ministry formation components (i.e. sessions, retreats, mentoring, site visits, logistics);
- Assists with individual in-service options for province staff members;
- Provides and collaborates in the development of resources for prayer, formation and orientation, department newsletter, and emerging resources needs;
- Shares with the director in supporting sponsored and co-sponsored ministry boards with orientation, development and resource needs.
- Shares with the director in the growing collaboration with the Mission & Ministry team, consisting of four additional departments (JPIC, Development, Communications and the Associates);
- Collaborates in exploring formation experiences for potential additional constituents and new formation components in support of the existing ministry formation process;
- Contributes in all ways to the scope and relationships of the department and the mission of SSND.

QUALIFICATIONS:

- Master's Degree in theology, pastoral ministry or equivalent experience;
- 3-5 years of experience working in ministry formation, mission integration, and/or pastoral ministry
- Mission orientation and passion for education in the broadest sense;
- Appreciation and respect for Catholic tradition and identity;
- Appreciation for women religious and respect for their contributions to church and society;
- Demonstrated knowledge of and interest in contemporary Justice, Peace and Integrity of Creation issues;
- Ability to design prayer and theological reflection experiences;
- Demonstrated project management/coordination/organization/collaboration skills;
- Ability to relate to a wide spectrum of people and represent SSND well;
- Proficiency in distance learning; strong skills in a variety of computer and internet applications;
- Ability to travel.

Preferred: Experience of working in a ministry sponsored by a religious congregation;
Experience in working in the context of religious life.

The position is to be filled immediately. For more information on SSND visit the Atlantic-Midwest

Province website of the School Sisters of Notre Dame www.amssnd.org. Cover letter and resume should be sent to [Liz Klein](#), HR Director for the Atlantic-Midwest Province. The position will remain open until an appropriate candidate has been identified.