



The Ignatian Spirituality Center is accepting applications for a Program Coordinator for the Center. Applicants are invited to submit a resume and letter of interest to:

[info@IgnatianSpiritualityCenter.org](mailto:info@IgnatianSpiritualityCenter.org)

**Position Description  
Program Coordinator**

**Key Accountability:** The Program Coordinator for the Ignatian Spirituality Center at Saint Thomas More, in collaboration with our Board Members, is responsible for expanding the breadth and depth and reach of Ignatian Spirituality in the Twin Cities.

Schedule: Part-time, approximately 20 hours per week

Salary: \$25 per hour

**Specific Responsibilities:**

**Program Coordination**

- Identify prospective local faith communities for possible expansion of Ignatian programming.
- Identify other Jesuit or Ignatian organizations for possible collaboration on expanding Ignatian programming.
- Work with Board of Advisors to develop a strategy and implementation plan for expanding Ignatian programs, retreats, and experiences in the Twin Cities.
- With support team, organize and coordinate initial and ongoing facilitator training and support.
- With support team, identify and maintain qualified facilitators and retreat and program leaders.
- Disseminate, collect, compile, and disseminate evaluation data.
- Prepare a “soft” ask for donations from program participants as part of evaluation tool.
- Prepare and send thank you notes to donors.
- Maintain records of donors.

**Marketing & Communications**

- Produce, update, and disseminate descriptions of the Center’s program offerings in both print and electronic versions.
- Prepare and produce program guides and material for use by participants and facilitators.
- Maintain and update website.
- Produce and distribute eNewsletter.
- Create content for and manage social media sites.

#### Administrative Responsibilities

- Handle mail, e-mail and phone inquiries.
- Maintain updated lists of program participants.
- Coordinate registrations for all programs.
- Manage program enrollment communications with participants and facilitators.
- Serve as primary liaison to retreat directors and small group facilitators.

Reports to: Carol Arend, Board Member

#### Qualifications:

The Program Coordinator will:

- be well acquainted with Ignatian Spirituality
- work well without close supervision and be able to plan, prioritize, and execute duties and responsibilities independently based on assigned key accountabilities
- be organized and able to manage multiple projects in tandem
- be able to work with a wide range of people of different ages, backgrounds, and cultures
- have excellent written and oral communication skills
- have experience in copywriting and editing
- be skilled with website management
- be proficient with the Microsoft suite of applications
- be familiar with the Adobe Creative Suite: Photoshop, Illustrator, InDesign, Premiere, and Acrobat Pro
- be proficient with social media content development
- be available to work evenings or weekends as required

The Ignatian Spirituality Center at Saint Thomas More is an Equal Opportunity/Affirmative Action Employer.