

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

Title: Assistant Director - Marianist Social Justice Collaborative Administrator – Marianist Lay Community of No. America

LOCATION: Remote Location

FLSA: Exempt

Reports To: Director, Marianist Social Justice Collaborative

General Summary:

The MSJC Asst. Director reports to and works collaboratively with the MSJC Director to provide support and leadership to the volunteers in MSJC in ways that assure effective education and action for social justice.

The MLC-NA Administrator works directly with the MLC-NA Chair and collaboratively with the Leadership Council to support and implement the action priorities of MLC-NA.

This is a full-time (40 hours per week) position serving both organizations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

MSJC Assistant Director

May perform some or all of the following tasks:

1. Provide support to the MSJC issue teams in defining and achieving their goals. Work closely with the team chairs, particularly in the preparation for team meetings and conference calls, in ways that help each of the chairs to be effective leaders for their teams. Coordinate team activities with the Director.
2. Assure that the MSJC website is updated regularly. Coordinate with the webmaster to assure that the website remains current.
3. Promote the presence of MSJC on social media, working with the volunteer social media coordinator.
4. Support the fundraising efforts of MSJC as needed.
5. Perform other related tasks as needed.

MLC-NA Administrator - Specific duties and responsibilities

Will prioritize and execute the following, with input and guidance from the Leadership Council:

1. Provide support to the Leadership Council and any subcommittees that require support (currently only the Formation Advisory Committee).
2. Implement member engagement activities including but not limited to responding to any email and phone inquiries to directing Area Reps and members to resources as necessary.
3. Execute annual membership drive and fundraising plan.
4. Oversee the creation of the monthly newsletter (e.g. serving as the point of contact for the Marianist Center for Lay Formation which actually compiles and produces the newsletter).

5. Oversee the implementation of MLC-NA's social media presence (which could be done by volunteers or an intern).
6. Participate in monthly evening calls and an annual face-to-face meeting of the Leadership Council.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Proven ability to work with a diverse base of staff or volunteers, including a board of directors, in a way that is collaborative and empowering.
2. Strong organizational and project management skills including planning, collaborating, program development, task facilitation, recruitment and coordination of volunteers.
3. Knowledge of and experience in working with social justice issues.
4. Work experience in non-profit settings.
5. Involvement in, or at least familiarity with, the Marianist Family and Marianist charism.
6. Ability to work independently. The work schedule will be flexible, including some evening hours and weekends – about 7-9 weekends per year – and times to be accessible to multiple time zones.
7. Strong presentation and written communication skills.
8. Competence in MS office and ability to use online platforms such as Dropbox, Constant Contact, Zoom, etc.
9. Competence in working with the internet, social media and websites.
10. College degree, with 2-5 years of applicable work or life experience.
11. Ability to travel for meetings or to represent the organizations.
12. Must possess commitment compatible with the mission of the Marianists and an understanding of the nature and the mission of religious life and the Catholic Church.

PHYSICAL DEMANDS:

Work is generally in an indoor setting. Ability to travel alone by plane and car. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

REASONABLE ACCOMMODATIONS:

Lifting up to twenty pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements

APPLICATIONS

To apply, send your resume, including a statement of why you are interested in this position, to Jim Vogt (jimvogt2@yahoo.com). **Application deadline is Feb. 1, 2019.**