

# Position Posting

USA Northeast and Maryland Jesuit Provinces  
Office of Ignatian Spirituality

**Position Title:** Director of Hispanic Ministries  
**Employment Status:** Full Time  
**Location:** Flexible within the area covered by the East Coast Provinces of the Society of Jesus  
**Reports to:** Executive Director, Office of Ignatian Spirituality

## Background

The Office of Ignatian Spirituality (OIS) is a division of the USA Northeast and Maryland Provinces of the Society of Jesus (The Jesuits), a Roman Catholic order of priests and brothers founded in 1534 by St. Ignatius of Loyola. OIS partners with people and ministries to promote Ignatian Spirituality for mission.

## Summary of Position

The Office of Ignatian Spirituality is seeking a proven leader with the experience, vision, and energy to build and manage a comprehensive Hispanic Ministry program in the Ignatian tradition.

This is a full-time position reporting to the Executive Director of the Office of Ignatian Spirituality.

The successful candidate will develop and expand OIS's current ministry with Hispanic Catholics, and will be responsible for the following: assessment and renewal of the School of Ignatian Spirituality; development of a program for those who have completed the sessions of the School and who wish to continue their Ignatian experience in local community settings; in partnership with Jesuit Retreat Houses on the East coast, development and implementation of Ignatian weekend retreats for Hispanic Catholics.

The ideal candidate will be fully bilingual and bicultural. He or she will have superior skills in management and communication, as well as extensive knowledge of Ignatian spirituality and Hispanic/Latino theology and ministry.

## Duties

- Formulate and implement a strategic plan for Hispanic Ministry aligned with the mission, vision, and goals of the Office of Ignatian Spirituality.
- Assess and revise the School of Ignatian Spirituality
- Develop a protocol for the administration of the revised School of Ignatian Spirituality
- Develop a follow-up program of ongoing, Ignatian communities for graduates of the School of Ignatian Spirituality

- Design and implement Ignatian Weekend Retreats in partnership with Jesuit Retreat Centers
- Coordinate institutional and individual partners
- Establish metrics for program evaluation and effectiveness
- Oversee the operations and budget of the OIS Hispanic Ministry department
- Collaborate with USA and USA Northeast Advancement Officers in pursuing development opportunities.
- Work with the Communications and Advancement Manager to develop and produce print and electronic communications
- Work with the Executive Director to explore the creation of an Hispanic Advisory Committee comprised of knowledgeable people in the field
- Participate in OIS staff meetings and conference calls
- Collaborate with the Executive Director and with OIS Colleagues on the collective mission of the Office of Ignatian Spirituality.

This position may eventually take on a supervisory role to one or more staff. At that time, the Director of Hispanic Ministries will be expected to:

- Accomplish ministry goals through recruiting, selecting, orienting, coaching, and training employees, and developing personal growth opportunities.
- Plan, monitor, and appraise employee's job performance and ensure their work ties into the overall goals of the ministry.
- Provide ongoing coaching to staff, hold departmental meetings, and enforce systems, policies, and procedures.

### **Qualities and Qualifications**

- Understanding of the Spiritual Exercises of St. Ignatius and Ignatian Spirituality
- A minimum of three (3) years of leadership experience in Hispanic-Latino ministry in the United States
- Outstanding communication skills in Spanish and English
- Ability to work collaboratively, network effectively, and inspire others to work toward ambitious goals
- Strategic and innovative thinking
- A strong work ethic, self-motivation, ability to work independently
- Willingness to travel as needed on the East Coast
- Flexibility, demonstrable ability to handle multiple priorities and meet deadlines
- Excellent computer skills, technological savvy
- Master's degree in ministry, theology, spirituality or related field, preferred

## **About UNE**

The successful candidate will work as a team member of the Office of Ignatian Spirituality and as an employee of the USA Northeast Province of the Society of Jesus (UNE). UNE offers a team-oriented work environment and a competitive compensation and employee benefits package.

## **How to Apply**

If you have a commitment to excellence and want to join us, we invite you to submit a cover letter and a resume no later than April 6<sup>th</sup> to:

Anne Miller, Operations Manager, [amiller@jesuits.org](mailto:amiller@jesuits.org).

UNE is an equal opportunity employer.