

Position Posting
USA Northeast Province of the Society of Jesus
Office of Ignatian Spirituality

Position Title: Regional Coordinator, Contemplative Leaders in Action – St. Louis
Employment Status: Part-Time (approximately 5 hours per week)
Location: St. Louis Region / Works Remotely
Reports to: Contemplative Leaders in Action Program Director

Summary:

The Office of Ignatian Spirituality (OIS) is seeking a ministry professional to lead the Contemplative Leaders in Action program in St. Louis. This is a part-time position (approx. 5 hours per week) and is performed remotely on a flexible schedule. Contemplative Leaders in Action (CLA) is a two-year long program rooted in Ignatian spirituality created for talented young adult professionals seeking community, personal growth, opportunities for discernment, and leadership development. CLA seeks to encourage and support such young adult leaders as they serve others, particularly those in need. CLA is part of OIS's Ignatian Young Adult Ministries (IYAM) initiative.

The successful candidate will be self-motivated, flexible, have a capacity for teamwork, experience in young adult ministry, and be passionate about the mission of Contemplative Leaders in Action.

Primary Responsibilities:

- Collaborate with co-regional coordinator in St. Louis to represent CLA in the St Louis region.
- Implement the CLA program as described in the curriculum and detailed by CLA leadership.
- Support cohort participants in their journey over the two-year period.
- Plan and facilitate all pertinent aspects of the program particularly annual retreat and monthly meetings.
- Coordinate regional volunteers to ensure the stability and success of program locally.
- Organize annual fundraising event with IYAM leadership team.
- Build and support the local CLA community, particularly alumni.
- Work closely with CLA Program Director to fulfill organizational and programmatic policies.
- Participate in monthly director's video conference calls.
- Attend twice annual meetings of all CLA staff.
- Oversee bi-annual recruitment process.

Experience and Qualifications:

- A bachelor's degree is required; advance degree in related field is desirable.

- Strong understanding of Ignatian spirituality and leadership development.
- Strong interpersonal and communication skills and a sense of humor
- Ability to interact comfortably and professionally with young adults.
- Experience in group facilitation.
- Competency with Office 365, Gmail, Google Drive, and Facebook.
- Ability to collaborate and work well with a geographically diverse team.
- Able to balance role with other potential employment.
- Bilingual (English and Spanish) preferred.

About the USA Northeast Province of the Society of Jesus:

The Society of Jesus, often referred to as “the Jesuits,” is a Roman Catholic order of priests and brothers founded in 1534 by the soldier-turned-priest Ignatius Loyola. The USA Northeast Province of the Society of Jesus (UNE), is a group within the Society of Jesus in the United States and is one part of the worldwide body of Jesuits. The USA Northeast Province spans eight states in our region: New York, northern New Jersey, Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut. Jesuits from the USA Northeast Province also serve in Jamaica, Jordan, Micronesia, and elsewhere throughout the world.

The Office of Ignatian Spirituality (OIS) is a division of the USA Northeast (UNE) and Maryland Provinces of the Society of Jesus (the Jesuits). OIS partners with people and ministries to promote Ignatian spirituality, leadership, collaboration, and commitment to the Ignatian mission. Among other endeavors, OIS is currently focused on serving young adults and Hispanics and promoting spiritual direction. 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.

This role is part-time, with no benefits. UNE offers a team-oriented work environment and a competitive compensation plan. Please note the selected candidate will be required to successfully complete a criminal background check. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

How to Apply:

If you have a commitment to excellence and want to join our team of top caliber professionals, we invite you to submit a resume and cover letter to Sean Sanford, Director of Leadership and Young Adult Programs, at spsanford@jesuits.org and write "CLA – STL Regional Coordinator" in the subject line.