

POSITION
ANNOUNCEMENT



Associate Provincial Assistant for Secondary and Pre-Secondary Education (Full-Time)

Jesuits West

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Scott Santarosa, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

PASE

The office of the Provincial Assistant for Secondary Education (PASE) exists to support the work of the Jesuits West Provincial, and to serve the secondary and pre-secondary schools of the Province as they seek to develop and deepen their Catholic and Jesuit identity. The Associate PASE works closely with the PASE to help form and deepen the relationships between the Provincial and the schools, among the schools of the Province, and throughout the Jesuit Schools Network (JSN). Collaboration between the PASE and Associate PASE is essential to fulfilling the mission entrusted to this office.

Qualifications

- Commitment to the mission and vision of the Society of Jesus in secondary and pre-secondary education
- Understanding of and ability to articulate Ignatian spirituality and pedagogy
- Excellent communication skills
- Flexibility, creativity and the ability to collaborate well
- Strong desire to support and care for our schools by developing and fostering relationships

The Associate PASE Portfolio

Sponsorship and Endorsement Review

The Associate PASE has primary responsibility for the planning and implementation of the scheduled Province sponsorship and endorsement reviews of the schools. There are usually three per year, one in the fall and two in the spring.

Among the duties of the Associate PASE:

- Collaboration with school leadership in planning the visit and preparing the school's self-study
- Selection, preparation and training of the visiting team
- Managing the visit, including the collaborative process and creation of the visiting team's report
- Follow up after the visit, including editing the visiting team's draft report to final, facilitating a listening session to help the Provincial fully engage in the process, and drafting the Provincial's letter in response to the review
- Manage and lead Midterm Reviews with schools
- Facilitating and updating sponsorship and endorsement agreements between the schools and the Province

Province Programs

The Associate PASE has primary responsibility for the planning, implementation and follow up of three programs:

- Retreat for Newer Faculty and Staff – annually in September
- Board Formation Retreat – annually in January
- Colloquium on the Ministry of Teaching – annually in March or April

The Province provides these programs as part of the Jesuit Schools Network of North America. In any given year, the PASE and Associate PASE may decide to replace one of the above programs with another offering of the Jesuit Schools Network.

Supporting Our Schools

The PASE office supports eighteen schools in the Province. Given the complexity and diversity of the schools, the work of the PASE office is often unpredictable and can change quickly. While many of the programs and events of the office are planned and scheduled well in advance, others emerge unexpectedly and require adaptability as priorities shift. The work of the Associate PASE, therefore, will adapt and change as the needs of the schools and the Province present themselves. Working in such an environment requires flexibility and excellent communication between the PASE and Associate PASE in order to discern how to deploy the resources of the office to best meet the needs of the schools.

Jesuit Schools Network (JSN)

Along with the PASE, the Associate PASE is a member of the JSN Staff. This group is primarily responsible for determining how the Conference Office and the PASE offices throughout the JSN can provide quality programming to help its schools deepen their Catholic and Jesuit identity. As a partner in this process the Associate PASE will:

- Attend two meetings annually of the JSN Staff
- Participate in events of the JSN as prioritized with the PASE
- Participate in other meetings and committees to further the mission of the JSN

Travel and Calendar

The Associate PASE position requires travel. Some programs and scheduled meetings that require travel are set well in advance; others will require more flexibility. While some weeks will have normal working hours, at times there will be work in the evenings and on weekends.

The work of the Associate PASE runs from August 1 to June 15 annually.

Finances

The Associate PASE assists the PASE in ensuring that the resources entrusted to the office are spent carefully and in support of the mission.

The Associate PASE provides and submits to the PASE in a timely fashion a monthly finance report of all activities.

Varia

The Associate PASE will take on other duties as assigned in support of the mission. Clear and transparent communication with the PASE will ensure that the work of the office continues to be manageable and sustainable.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.