



Position Posting
Maryland and USA Northeast Provinces of the Society of Jesus
Office of Ignatian Spirituality

Position Title: Program Coordinator: Hispanic Ignatian Communities
Employment Status: Part-Time (approximately 20 hours per week)
Location: Works remotely
Reports to: Director of Hispanic Ministries

Summary:

The Office of Ignatian Spirituality (OIS) is seeking a competent and creative pastoral minister to assist the Director of Hispanic Ministries with the implementation and coordination of the newly created Hispanic Ignatian Communities.

The Hispanic Ignatian Communities (“Comunidades Hispanas Ignacianas” or “CHI”) are small groups of Spanish speaking adults that meet at least once a month to share and deepen their Ignatian spiritual experience in daily life.

This is a part-time position (approximately 20 hours per week) and is performed remotely on a flexible schedule with local and regional commitments that involves some travel along the territory of the Maryland and the USA Northeast Provinces of the Society of Jesus.

The successful candidate will be self-motivated, flexible, familiar with the Hispanic community and its religious traditions in the United States, and passionate about the mission of the Jesuits and the Office of Ignatian Spirituality.

Position Responsibilities:

- Assist the Director of Hispanic Ministries with the implementation, coordination and evaluation of all aspects of the Hispanic Ignatian Communities.
- Support remotely and in-person the facilitators (“guías”) of the Hispanic Ignatian Communities by facilitating communication among them as well as between them and OIS.
- Create, share and support adoption of Ignatian and other content by the members of the Hispanic Ignatian Communities via websites, text message services, telephone calls, and social media platforms on a regular basis.
- Maintain a database of members and relevant materials of the Hispanic Ignatian Communities.



Experience and Qualifications:

- Must be able to read, write and speak in both Spanish and English
- Familiarity with Ignatian Spirituality and the Jesuits
- Knowledge of the Hispanic community in the United States and its religious traditions
- Proficiency with Microsoft Office and substantial knowledge in the use of social media platforms
- Strong interpersonal and organizational skills, a sense of humor, ability to collaborate, creativity, attention to detail
- High school diploma or equivalent required. Bachelor's or Master's degree preferred

Physical Demands and Work Environment:

- Must be able to frequently stoop, bend, reach, and lift/carry up to twenty-five pounds
- Sits at a desk for long periods of time while working on a computer
- Uses telephone; writes or uses a keyboard to communicate through written means.

Travel

- Travel required, up to 50%.

About the USA Northeast Province of the Society of Jesus:

The Society of Jesus, often referred to as “the Jesuits,” is a Catholic order of priests and brothers founded in 1534 by the soldier-turned priest Ignatius Loyola.

The Office of Ignatian Spirituality (OIS) is a division of the USA Northeast (UNE) and Maryland (MAR) 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 promoting spiritual direction and on serving young adults and Hispanics. 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. There are no financial fringe benefits, with the exception of any work-related state mandated benefits to be determined after hire. 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.



Ad Maiorem Dei Gloriam

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 “Human Resources”, at unehumanresources@jesuits.org and write “HM Program Coordinator” in the subject line. Applications will be accepted through **May 31th 2019**. UNE is an equal opportunity employer.