

# POSITION ANNOUNCEMENT



## Part-Time Administrative Coordinator for Social Ministry Organizing

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.

### Position Concept and Basic Function

Provides part-time administrative support to the Provincial Assistant for Social Ministry Organizing (PASMO) and coordinates support to Social Ministries. The PASMO office represents the Provincial and supports the mission of 6 Jesuit sponsored independent social ministries such as Kino Border Initiative and Homeboy Industries, in addition to supporting the mission and collaboration between social ministry offices within Jesuit sponsored schools, parishes and Universities. This position will support coordination between more than 35 Jesuit works in Arizona, California, Oregon, Washington, Montana, and Alaska. The office is staffed by the PASMO in Los Angeles, CA.

## Reporting to the Provincial Assistant for Social Ministry Organizing, responsibilities will include:

- Providing administrative support, preparing internal and external correspondence, maintaining contacts lists, coordinating email blasts, and assisting with drafting and editing documents and electronic resources for the PASMO office.
- Supporting and promoting our social ministries by monitoring and promoting their work through social media, coordinating with the Province and Conference communications offices to cover their work, and working photographers, video editors and designers.
- Managing payment of vendors and contractors, monitoring department budgets and financial reports in collaboration with the PASE and the Province Treasury office.
- Scheduling and coordinating meetings for the PASMO, including travel and lodging.
- Support planning of PASMO events, including working with retreat houses and other sites regarding the scheduling, contracting and planning of PASMO events, managing registration and logistics, troubleshooting logistical questions from attendees, planning and printing materials and collateral for events, and attending events as needed to support logistics. This would probably involve attending 2-4 events a year.
- Responding to requests from social ministries and directing them to needed resources, including spiritual formation, trainings, communications support, sponsorships and other requests.
- Monitoring sponsorship agreements between the Province and sponsored social ministries.
- Other duties as assigned.

This position will be a combination of administrative support to the PASMO and coordination support for social ministries. The qualified candidate should be an excellent planner and organizer, adept with basic forms of social media and online tools, and have great time management skills. He/she/they must be adept at communicating effectively with a variety of people and feel comfortable working in a faith context.

## Qualifications

- Excellent planning, organizational, as well as verbal and written communication skills.
- Ability to work collegially with co-workers, event participants, social ministry leaders and vendors. Comfort working in highly professionalized, highly educated communities as well as lower-income communities with less educational access.
- Proficient in computer technology and software such as Microsoft Word, Excel, Facebook, Instagram, OneNote, OneDrive, Teams, Office 365, Google Docs and Forms, Numbers, etc.
- Familiarity with Jesuit identity and Ignatian spirituality a plus.
- A demonstrated commitment to social justice, community organizing a plus.
- Spanish a plus.

## Schedule

The position is 20 hours per week and the successful candidate may be located in California, Oregon or Washington and may work from home or in Province offices in Los Gatos, CA or Portland, OR.

## Start Date

April/May 2020

## Requirements and Application Procedure

Applicants must submit a cover letter and resume to [UWEjobs@jesuits.org](mailto: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.*

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