

Associate Director of Social Mission Position Description

I. IDENTIFYING INFORMATION

- a. Position Title: Associate Director of Social Mission
- b. Status: Full-time, Exempt, 12 month
- c. Reports to: Director of Sustainability and Social Mission (with part-time reporting to the Pastor of St. Xavier Church)

II. PRIMARY FUNCTION OF THIS POSITION

- a. The Associate Director of Social Mission is responsible for the day-to-day management of a Jesuit Family of Parishes' (Bellarmine Chapel and St. Xavier Church) social mission and outreach initiatives related to the Jesuit's [Universal Apostolic Preference 2](#), Walking with the Excluded. With the support and oversight of the Director of Sustainability and Social Mission, the Associate Director works across a variety of related issue-areas, with a focus on addressing poverty, racism, immigration, and inclusion of the LGBTQ+ community and people living with disabilities. This position employs the latest digital tools and community organizing best practices to draw new and current parishioners into further in-person encounters with the social mission of the Church. The Associate Director supports both Bellarmine Chapel and St. Xavier Church.

III. POSITION CONTENT

- a. **Social Mission Programs and Formational Activities**
 1. Offer support to several Bellarmine parish Service and Solidarity Teams (including with St. Vincent de Paul, Habitat for Humanity, Interfaith Hospitality Network, Tender Mercies, and others).
 2. Serve as a coordinator of St. Xavier Parish's Outreach efforts, offering support to existing ministries (St. Vincent de Paul, Tender Mercies), reinvigorating traditional ministries (Mary Magdalene House, prison outreach) and establishing new relationships (Catholic Charities of Northern Kentucky and Cincinnati, Old St. Mary's Pregnancy Center, Mercy Neighborhood Ministries, and others identified in discernment with pastor of St. X).
 3. Serve as a coordinator of and support for several Issue-Based Action Teams (Immigration Team, Dismantling Racism Team, People of All Abilities Team, and Building a Bridge Team (LGBTQ+)), with a focus on expanding opportunities for education, prayer, relationship-building, and advocacy.
 4. Collaborate with the Director of Sustainability and Social Mission in the organization of social mission-based faith formation and educational opportunities, as part of our model for forming Active Disciples balancing contemplation and action.
 5. Collaborate across Parishes' ministries to bring sustainability and social mission to all ages and stages of life, supporting the expansion of these activities across the Family of Parishes.

b. Administrative Tasks

- i. Collaborate with the Director of Sustainability and Social Mission and the Pastors at each site to support sustainability and social mission goals-setting and implementation across the Family of Parishes.
- ii. Collaborate with staff, parishioner leaders, and outside partners to encourage more participation, deeper engagement, and genuine encounter with the marginalized and the earth.
- iii. Communicate and promote these plans within the Family of Parishes through both digital and in-person channels, with an emphasis on increasing accessibility.
- iv. Recruit, train, supervise, and evaluate volunteers to create robust outreach, service, and justice opportunities in the local community.
- v. Task supervises a Social Mission Intern when working in projects collaboratively.
- vi. Maintain appropriate records for all social mission programs.
- vii. Represent social mission within the Family of Parishes; represent the Family of Parishes in Archdiocesan and interparish meetings as well as larger City-wide networks (including the AMOS Project, Intercommunity Justice and Peace Center, and others).

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. Skills, Knowledge, and Abilities

1. Working knowledge of Catholic Theology, particularly Catholic Social Teaching
2. Proficient in basic administrative skills across a variety of digital platforms
3. Strong oral and written communications skills
4. Strong program development and management skills
5. Experience with supporting and managing volunteers
6. Proactive and self-motivated with the ability to multi-task with a minimum of supervision

b. Education, Training, Experience

1. A Bachelor's degree in Catholic theology, ethics, or social action, or a relevant helping profession (social work, education, etc.) and a demonstrated background in Catholic theology and ethics is required; a Master's degree is preferred
2. 2+ years of experience with diverse volunteer or non-profit organizations, either secular or religious

V. WORKING ENVIRONMENT

- a. Position requires frequent evening and weekend work, including regular attendance at Sunday liturgies.
- b. Salary commensurate with experience, comprehensive benefits through the Archdiocese of Cincinnati.

Review of applications will begin immediately and continue on a rolling basis. Preferred start date July 1, 2022, later in the summer is possible. Please direct inquiries and/or your cover letter and resume to mstutler@stxchurch.org

Employees of Bellarmine Chapel and St. Xavier Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Bellarmine and St Xavier Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.