

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE**

Job Title: Director of the Ministry Office of the School Sisters of Notre Dame, Central Pacific Province

Date: 1/24/25

Location: Remote – TBD (Within the CP Province)

Department: Ministry Office

General Summary:

The Director of the SSND Ministry Office promotes the vitality of the SSND ministries consistent with the SSND charism, educational vision and values, and strives to animate and empower the living out of Jesus' mission in these ministries. The Director of the Ministry Office is in service to the Provincial Council, SSND Ministry Commission and the SSND sponsored, co-sponsored, affiliated ministries, and other new ministries.

The Director is appointed by and accountable to the Provincial Council Liaison and collaborates with the SSND Ministry Commission.

General Responsibilities:

- To deepen the SSND relationship with and among the ministries.
- To coordinate the work of the Commission with the local ministries.
- To promote and maintain the SSND educational vision and ideals.
- To initiate, develop, and collaborate with others in providing mission formation programming.
- To facilitate networking opportunities among the ministries.

Essential Duties and Responsibilities:

1. Direct the work of the SSND Ministry Office, including overseeing a part-time Administrative Assistant.
2. Attend Ministry Commission meetings and assist the Ministry Commission in the implementation and continued development of the SSND Vision for Ministry and SSND Ministry Ideals as they evolve.
3. Become acquainted with and cultivate a relationship with the leadership of all ministries:
4. Collaborate with ministry leadership to ensure there is a sustainability review every 5 years and assist ministries with this review when requested.
5. Fulfill responsibilities regarding budget, reports, evaluation, etc. as requested by the Provincial Council and/or the Ministry Commission.
6. Attend ministry-related workshops and conferences and network with other Ministry Offices including but not limited to SSND Atlantic-Midwest Province, and local/national Sponsorship individuals and groups.
7. Publish a Ministries Newsletter at least 3 times a year and submit articles to the province monthly publication, CONNECTIONS.
8. Develop resources and facilitate the use of technology to enhance mission formation, development and the networking of the ministries.
9. Work collaboratively with Information Technology, Communications, Associates and other province departments.

Basic Qualifications:

- Master's degree or an equivalent
- Minimum of three (3) years administrative or leadership experience with emphasis on mission and ministry development.

- Experience in a faith-based, non-for-profit organization is preferred
- Ability to articulate the Ministry Vision and Ideals of the School Sisters of Notre Dame.
- Ability to value the impact of supportive presence and deep listening
- Ability to provide leadership in different settings
- Ability to communicate effectively with various publics in both written and oral communication
- Ability to work collaboratively and creatively with a variety of groups
- Ability to travel to various geographic areas of the Central Pacific Province
- Ability to offer training and advice within a coaching framework
- Ability to effectively use appropriate technology for organization and communication

Job Type: Full-time, Exempt

Benefit Eligible: Medical, Dental & Vision Insurance, Short-term & Long-term Disability Insurance, Life Insurance, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

If you are interested in this position, please complete an application or send a cover letter and resume to Lindsey Scales at Lscales@ssndcp.org.

**If you have any questions, contact:
Lindsey Scales, Human Resources
Phone Number: 414-975-0007
Email: Lscales@ssndcp.org**