

GENERAL SUMMARY: Promote Catholic identity and Franciscan values in mission sponsored and founded ministries of the Franciscan Sisters of Perpetual Adoration. In collaboration with others, this person will plan, implement, and coordinate programs and activities that further the FSPA mission, philosophy and values in these ministries and community organizations that partner with the Sisters.

CLASSIFICATION: Exempt; 20 hours per week.

ESSENTIAL FUNCTIONS

- Provide mission orientation to FSPA staff.
- Develop programs that deepen staff's understanding of mission and spirituality in the workplace such as but not limited to annual conferences, lunch and learn programs and written/electronic media.
- Coordinate and organize the annual FSPA sponsored Pilgrimage to Italy.
- Collaborate with ministry offices (i.e. Affiliation, Peace and Justice, Mission Advancement, Prayer Partners, Human Resources) to achieve and support common goals regarding mission.
- Facilitate ongoing relations with organizations founded by FSPA that nurture the Franciscan charism and its history.
- Utilize consultations through focus groups, committees, and others to develop and implement programs that meet the changing needs of the times and of the various ministries.
- Promote the integration of Franciscan values and cultures in the FSPA sponsored ministries.
- Provide programs for administrators, staff and board members of each ministry that provide meaningful knowledge and transformative elements to enable them to carry on their mission more effectively in accord with Catholic identity and Franciscan values.
- Serve as a resource person for FSPA partners in ministry by responding to requests for information and resource material, as well as for programs, presentations, days of reflection and retreats.
- Perform other appropriate tasks necessary for effective implementation of the mission integration program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Member of Catholic Church preferred; Franciscan Sister of Perpetual Adoration desired.
- Educational background in communication, human services, religious studies or equivalent of education and experience.
- Knowledge and understanding of the FSPA story and associated ministries; ability to articulate Catholic/Franciscan identity.
- Well-developed sense of his/her personal spiritual foundation.
- Ability to plan a long-range program for values implementation: specifically the integration of Franciscan values with professional and organizational values.
- Experience and/or prior work in people-oriented programming requiring good communication, group processes and adult learning skills.
- Ability to work collaboratively with others in planning and implementing programs while, at the same time have the ability to work independently and live with ambiguity.

POSITION REQUIREMENTS

- Show concern and respect for others by dealing with people in a collaborative, compassionate, sensitive, and responsive manner.
- Strong supervisory, organization and coordinating skills.
- Excellent verbal and written communication skills.
- Proficiency in word processing, including all components of Microsoft Office and willingness and ability to learn other required programs.
- Ability to maintain confidentiality.
- Ability to travel and work evening hours and weekends as necessary.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, boards of directors, administrators, congregational members, and the general public.
- Ability to conduct group processes.

Mathematical Skills

- Ability to calculate figures and amounts.
- Ability to apply concepts such as fractions, percentages, ratios to practical situation.
- Ability to understand and develop a budget.

Reasoning Ability

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to translate philosophical and mission-related statements into concrete, practical situations.
- Ability to interpret and integrate personal values with professional values.
- Ability to approach people in a manner which creates harmony and promotes cooperation.

WORKING CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an individual to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the person is regularly required to use hands to finger, handle, or feel and talk or hear. The person frequently is required to sit and reach with hands and arms. The person is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The person must occasionally lift and/or move up to 25 pounds. Specific correctable vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a temperature-controlled office environment. The noise level is quiet.

ACCOUNTABILITY

The person in this position reports to the FSPA President or her delegate.

PREREQUISITE: Physical exam, Tuberculosis screening test, drug screen, criminal background check.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.

RECEIVED BY: _____ Date _____