

## **Job Description**

**Job Title:**

Coordinator of Franciscan Mission and Education

**Reports To:**

FSPA Leadership Team

**FLSA Classification:**

Exempt

**Creation/Last Revised:**

9/2021

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**Job Summary:**

The Coordinator of Franciscan Mission and Education is responsible for the planning and implementation of the leadership, education, and development/discovery (LEaD) program for FSPA Partners in Mission, i.e. all employees of FSPA. The Coordinator will develop a long-range vision and program that cultivates a learning culture within FSPA, considering the FSPA Franciscan identity and mission and the culture change movement to relationship centered care. This is done in collaboration with Human Resources personnel and FSPA Leadership.

**Job Type:** Full-Time

**Education & Experience:**

- Education or experience in Franciscan mission, theology, values and/or spirituality.
- BS degree in Education, Training, HR or related field preferred.
- Proven track record of conducting successful training programs is preferred.

**License requirements:**

- Must maintain a valid driver's license

**Essential Duties:**

- Identify, promote, share in and display a commitment to the mission, philosophy and values of the Franciscan Sisters of Perpetual Adoration.
- Develop programs that deepen staff's understanding of mission and spirituality in the workplace.
- Promote the integration of Franciscan values and cultures.
- Develop long-term and intermediate objectives to continuously grow and improve learning, education and development/discovery (LEaD) opportunities for FSPA Partners in Mission.

- Plan and manage a schedule of LEaD programming for all FSPA staff.
- Collaborate with Partners in Mission to plan, create and implement annual staff education and programming.
- Collaborate with organizational leadership to develop succession plans.
- Work with individuals to develop personal development programs.
- Host train-the-trainer sessions as needed.
- Select appropriate educational methods or activities. Utilize a variety of methods to make continuous development an interesting and dynamic process.
- Encourage participation in off-campus education opportunities that would benefit both the staff member and the entire organization.
- Design and develop programs (outsourced and/or in-house). Engage internal and external presenters and experts.
- Design, prepare and order educational aids and materials.
- Communicate available programs and provide necessary program information.
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that may need to be addressed.
- Assess instructional effectiveness and determine the impact of training on staff knowledge, skills and abilities.
- Maintain updated staff development records.
- In collaboration with Human Resources and members of the respective work areas, develop and provide onboarding education for all new staff.
- Prepare the department annual budget and monitor financial resources with good judgment, as well as assist leaders/teams with budgeting for area training needs.
- Prepare and conduct an organizational cultural audit/survey periodically.
- Use known education principles and stay up-to-date on new training methods and techniques.
- Respond with sensitivity to people of diverse perspectives, ideas, backgrounds, lifestyles and ages fostering open communication and respect for all individuals.
- Show concern and respect for others by dealing with people in a collaborative, compassionate, sensitive, and responsive manner.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices, participating in professional societies.

### **\*\*Other Duties as Assigned\*\***

#### **Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.

- Strong identification and/or experience with the mission, philosophy and values of the Franciscan Sisters of Perpetual Adoration.
- Excellent communication (verbal, written, and presentation/public speaking skills).

- Strong computer skills along with the ability to operate media equipment.
- Knowledge of adult instructional and learning theory and implementation.
- Knowledge of learning management systems and web delivery tools.
- Knowledge of adult instructional and learning theory and principles.
- Strong interpersonal and problem-solving skills.
- Excellent leadership, coaching, skill development and motivational skills.
- Ability to work collaboratively with others in planning and implementing programs while, at the same time able to work independently.
- Ability to travel and work evening hours and weekends as necessary.

### **Physical Requirements:**

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

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. While performing the duties of this job, the individual is regularly required to sit and talk or hear. The individual frequently is required to stand; walk; and use hands to finger, handle or feel. The individual is occasionally required to reach with hands and arms. The individual must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The correctable vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee 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 normally performed in a temperature-controlled office environment.

The noise level is usually quiet to moderate.

**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. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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Signature

\_\_\_\_\_  
Date