

**SCHOOL SISTERS OF NOTRE DAME – Atlantic-Midwest Province, Inc**  
**Job Title: Associate Director of Ministry Services**

**Date:** 09/30/2022

**Department:** Ministry Services

**GENERAL SUMMARY:**

The associate director collaborates with the director of Ministry Services in the overall function of the department. The primary function of this position is mission formation for new lay leaders (CEO's and selected leadership of sponsored ministries, province staff), the orientation of new employees, board support and resource creation. Formation takes place in the context of the SSND mission and educational vision, their directional statement and JPIC commitments, including being a Laudato Si' congregation.

**Major Responsibilities**

- Contributes to the evolving design and evolution of the ministry formation program and the new employee orientation;
- Implements the new employee orientation and the ministry formation components (i.e. sessions, retreats, mentoring, site visits, logistics);
- Assists with individual in-service options for province staff members;
- Provides and collaborates in the development of resources for prayer, formation and orientation, department newsletter, and emerging resources needs;
- Shares with the director in supporting sponsored and co-sponsored ministry boards with orientation, development and resource needs.
- Shares with the director in the growing collaboration with the Mission & Ministry team, consisting of four additional departments (JPIC, Development, Communications and the Associates);
- Collaborates in exploring formation experiences for potential additional constituents and new formation components in support of the existing ministry formation process;
- Contributes in all ways to the scope and relationships of the department and the mission of SSND.

**QUALIFICATIONS:**

- Master's Degree in theology, pastoral ministry or equivalent experience;
- 3-5 years of experience working in ministry formation, mission integration, and/or pastoral ministry
- Mission orientation and passion for education in the broadest sense;
- Appreciation and respect for Catholic tradition and identity;
- Appreciation for women religious and respect for their contributions to church and society;
- Demonstrated knowledge of and interest in contemporary Justice, Peace and Integrity of Creation issues;
- Ability to design prayer and theological reflection experiences;
- Demonstrated project management/coordination/organization/collaboration skills;
- Ability to relate to a wide spectrum of people and represent SSND well;
- Proficiency in distance learning; strong skills in a variety of computer and internet applications;
- Ability to travel.

**Preferred:** Experience of working in a ministry sponsored by a religious congregation; Experience in working in the context of religious life.

The position is to be filled immediately. For more information on SSND visit the Atlantic-Midwest Province website of the School Sisters of Notre Dame [www.amssnd.org](http://www.amssnd.org). Cover letter and resume should be sent to [Liz Klein](#), HR Director for the Atlantic-Midwest Province. The position will remain open until an appropriate candidate has been identified.