SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Coordinator – Benedictine Living Community

Date: 7/24/2026

Location: Benedictine Living Community – Shakopee, MN

Department: Residence

General Summary: The School Sisters of Notre Dame (SSND) Community Coordinator ministers to the sisters in residence at Benedictine Living Community (BLC). The Community Coordinator is responsible for seeing that the overall needs of the sisters living at BLC are met. The Community Coordinator collaborates with the other Community Coordinators, the Provincial Council, SSND Finance Office, SSND Transportation Office, BLC administration, and families of the Sisters.

Essential Duties and Responsibilities

- Performs duties in a manner that is consistent with the mission, values, and policies of the SSNDs.
- Conduct oneself in a professional manner.
- Maintain positive relationships.
- Promotes and facilitates community life for SSNDs by welcoming, transitioning sisters to changes in levels of care and encouraging group participation at events, and engaging in activities offered.
- Advocates, consults and liaises with BLC nursing and resident staff regarding Sisters' health and wellness.
- Handles finances for the sisters as needed or finds assistance to help manage finances.
- Shops for miscellaneous items as needed.
- Assists with setting up medical appointments.
- Accompanies the sisters to the ER and hospital and visit sisters if they are in the hospital.
- Follows up on emergency medical visits with sister and appropriate BLC medical staff.
- Accompanies sisters to doctors appointments for serious or critical health situations.
- Informs sister's DPOA, family, and Provincial Leadership contact of changes in health status.
- Assists Pastoral Care Community Coordinator with funeral arrangements and other matters related to the death of a sister.
- Coordinate on call schedule; participates in the on-call rotation for nights and weekends.
- Leads monthly floor meetings.
- Participates in weekly staff meetings.
- Supervises Administrative Assistant.
- Performs other duties as assigned.

Education and Experience

- Bachelor's degree in social work, relatable faith-based degree or healthcare degree preferred
- Experience working in a religious setting or having a religious background is preferred
- Completion of a Clinical Pastoral Education program or equivalent preferred

Knowledge, Skills and Abilities

- Interest and desire to work with our senior sisters, preferably having a background in social work, social services, and/or elder care
- Understanding of aging process, issues of diminishment, and dementia
- Flexibility and patience, sense of humor and cheerfulness
- Must be a strong team player that works well in a collaborative environment

- Strong organizational skills
- A desire and ability to learn more about School Sisters of Notre Dame charism and willingness to embrace the SSND mission
- Ability to work on-call
- Valid Driver's License

Job Type: Full time, Exempt, 40 hours per week

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, Supplemental Life Insurance, 403b Benefits, Paid-time-off and Holiday Pay

If you are interested in this position, please complete an application.

If you have any questions, contact:
Lindsey Scales, Human Resources
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