



Ad Maiorem Dei Gloriam

**Position Posting**  
**USA East Province of the Society of Jesus**  
**Office of Ignatian Spirituality**

**Position Title:** Associate Director for Contemplative Leaders in Action (CLA)  
**Employment Status:** Full-Time  
**Location:** Remote for Applicants Located within the Province (Maine to Georgia)  
**Reports to:** Director of Leadership & Young Adult Programs

**Summary:**

Ignatian Young Adult Ministries (IYAM) is building a flourishing young-adult community rooted in Ignatian spirituality through its three major initiatives: Charis, Contemplative Leaders in Action (CLA), and Jesuit Connections. IYAM is coordinated by a leadership team consisting of a director and three associate directors, supported by part-time staff and volunteers. Each associate director oversees one of the three major initiatives, coordinating everyday operations of the program.

IYAM is seeking a talented, innovative, and dynamic pastoral professional to fill the role of associate director with primary responsibility for Contemplative Leaders in Action, beginning in or before January 2021.

**Position Responsibilities:**

The associate director will play an integral part of the IYAM leadership team, working closely and collaboratively with the director and fellow associate directors to implement IYAM's agenda. This associate director is responsible for:

- **managing CLA's regional coordinators**, part-time staff who coordinate the program in a particular region. The associate director assures that regional coordinators are well prepared to successfully execute the program by maintaining regular communications and providing support, training, and resources. The number of regional coordinators varies with each iteration of the program but is usually around ten.
- **overseeing the implementation of the CLA curriculum**, which includes coordinating constitutive elements of the program, providing guidance and logistical support to staff and volunteers, arranging workshops and presenters, organizing spiritual directors, and assuring the relevance of the curriculum via ongoing assessment and supplementation.
- **building and supporting the CLA community** through effective relationship building with colleagues, participants, alumni, and supporters, directing alumni outreach, and assisting the director with advisory committees.
- **program assessment** through continuous evaluation via participant interviews, feedback surveys, and regional coordinator reports. The associate director prepares quarterly and annual program reports and provides the director with mid-year and end-of-year performance evaluations for regional coordinators.
- **guiding the recruitment process**, ensuring a sufficient number of applicants, supervising admissions, and communicating with applicants re: participation.

---

The USA East Province of the Society of Jesus

39 East 83rd Street | New York, NY 10028 | T: 212.774.5500 | F: 212.794.1036 | [www.JesuitsEast.org](http://www.JesuitsEast.org)



Ad Maiorem Dei Gloriam

- **representing and promoting IYAM** to young adults throughout the province, to members of the Society of Jesus, and as a liaison to Jesuit, Ignatian and mission-relevant ministries and organizations.
- Other duties as assigned

#### **Experience and Qualifications:**

- Bachelor's degree required; advanced degree in an applicable field preferred.
- Minimum of ten years experience in young adult ministry, leadership development, or a related field, strongly preferred.
- English-speaking ability required; Spanish-speaking and cultural competency preferred Strong understanding of Catholic theology, tradition, and cultures
- Deep understanding of Ignatian spirituality required; experience with the Spiritual Exercises preferred; spiritual direction training desired.
- Professional experience in leadership development, adult education, corporate training, group facilitation and/or personnel management desired.
- Enthusiasm for young adult ministry and the mission of CLA with a history of building meaningful relationships across diverse constituencies.
- Effective leader with proven ability to oversee a multifaceted, geographically dispersed program.
- Detail oriented, self-motivated professional skilled at managing projects and meeting deadlines.
- Fun, friendly, emotionally intelligent, and flexible colleague with a sense of humor.
- Excellent written and oral communication skills.
- Competency with technology including G Suite, Office 365, project management and video-conferencing platforms, and social media; adept at integrating new technologies.

#### **Physical Demands and Work Environment:**

- Sits at a desk for long periods of time while working on a computer.
- Uses telephone; writes or uses a keyboard to communicate through written means.

#### **Travel**

- Full-time, exempt position.
- Travel required, up to 35% in aggregate. Attendance at scheduled meetings and events, including nights, weekends, and overnight and multi-day trips, required.
- Access to a dedicated workspace with the necessary conditions for successful remote work, including reliable high-speed internet, required.
- Reasonable proximity to an airport with service to major metropolitan areas on the East coast required.
- **Please note:** *IYAM-related travel has been on a temporary hiatus due to the coronavirus pandemic. A regular travel schedule will resume at the discretion of the Office of Ignatian Spirituality.*

---

The USA East Province of the Society of Jesus

39 East 83rd Street | New York, NY 10028 | T: 212.774.5500 | F: 212.794.1036 | [www.JesuitsEast.org](http://www.JesuitsEast.org)



Ad Maiorem Dei Gloriam

### **About the USA East Province of the Society of Jesus:**

The Society of Jesus, often referred to as “the Jesuits,” is a Catholic order of priests and brothers founded in 1534 by the soldier-turned priest Ignatius Loyola.

The Office of Ignatian Spirituality (OIS) is a division of the USA East Province of the Society of Jesus (the Jesuits). OIS partners with people and ministries to promote Ignatian spirituality, leadership, collaboration, and commitment to the Ignatian mission. Among other endeavors, OIS is currently focused on promoting spiritual direction and on serving young adults and Hispanics. The successful candidate will work as a team member of the Office of Ignatian Spirituality and as an employee of the USA East Province of the Society of Jesus.

### **How to Apply:**

If you share the vision and values of the Society of Jesus, are passionate about Ignatian spirituality, have a commitment to excellence, and want to join our team, we invite you to submit a resume and cover letter to Anne Miller, Operations Manager for the Office of Ignatian Spirituality at [amiller@jesuits.org](mailto:amiller@jesuits.org) and write "Associate Director - CLA" in the subject line.

The USA East Province is offering a competitive compensation and benefits package, including: medical, dental, and vision coverage, short term disability, long term disability, life insurance, paid time off, paid holidays and an excellent 403(b) retirement plan. UEA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. The selected candidate will be required to successfully complete a criminal background check.

---

The USA East Province of the Society of Jesus

39 East 83rd Street | New York, NY 10028 | T: 212.774.5500 | F: 212.794.1036 | [www.JesuitsEast.org](http://www.JesuitsEast.org)