



Ad Maiorem Dei Gloriam

Province Position Posting

Position Title:	Associate Director for Spiritual Direction Initiatives
Reports to:	Director of Ignatian Formation Initiatives
Classification:	Part-Time, Hourly, 20 hours per week
Location:	Remote

Job Summary:

The Associate Director for Spiritual Direction Initiatives is responsible for supporting the ministry of Ignatian spiritual direction within the boundaries of the USA East Province. This is currently a part-time position of approximately 20 hours per week and reports to the Director of Ignatian Formation Initiatives.

Core Existing Functions:

- In collaboration with OIS colleagues, support and expand the network of Ignatian spiritual directors currently being served by OIS.
- Oversee and manage the Online Catalog of Spiritual Directors and OIS's spiritual direction referral service.
- Plan and produce the OIS's workshops for spiritual directors, currently 6-8 per year.
- Build and steward relationships with Jesuit apostolates and partners offering spiritual director training and development.
- Collect and share data regarding the needs and resources related to spiritual direction within the boundaries of the USA East Province.
- Manage and update spiritual direction web pages on the OIS website providing resources, program information, etc.

New Initiatives:

- Collaborate with the appropriate institutions/individuals (e.g., retreat houses, parishes, and colleges universities with spiritual direction programs) to identify existing spiritual direction supervision training opportunities, identify opportunities for the development of new training programs and develop pilot projects with other apostolates.
- Identify existing programs for discerning a call to spiritual direction, identify opportunities for the development and piloting of new programs in partnership with other apostolates.

The USA East Province of the Society of Jesus

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General Management:

- In collaboration with OIS communications staff, prepare materials for internal and external constituents.
- In collaboration with the Director of Ignatian Formation Initiatives, develop/refine annual budget.

Other Duties:

- Attends and participates in scheduled staff meeting and calls.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.
- Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Physical Demands:

- Sit at a desk for long periods of time while working on the computer.
- Use telephone; write or use a keyboard to communicate through written means.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Travel Requirements:

Occasional travel within the USA East Province for meetings and related programs.

Education & Experience Requirements:

- Deep understanding and appreciation of Ignatian Spirituality.
- Training/certification in spiritual direction and giving the Spiritual Exercises.
- Bachelor's degree in Spirituality, Theology, Ministry, or a related field. Master's degree preferred.
- Experience with training and supervising spiritual directors and/or retreat directors (desired).

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- Proven organizational, planning, and networking skills.
- Proven skills in group facilitation, public speaking, and both written and oral communication.
- Bilingual in English-Spanish preferred.

How to apply:

This position is approved to be filled effective July 1, 2022. If you share the vision and values of the mission of the Society of Jesus and would enjoy establishing a trusting relationship with religiously vowed men, we invite you to submit a resume and cover letter to Anne Miller at amiller@jesuits.org and write “Associate Director for Spiritual Direction Initiatives” in the subject line. If you have been referred by a current UEA Province employee, please write the name of the referring employee in the body of your email.

The Province offers a team-oriented work environment and a competitive total rewards and compensation plan. This position is part-time and therefore not eligible to participate in the health care plans. However, all employees may participate in the 403(b) Retirement Plan. Retirement plan company match and contribution available to those employees who meet plan entry requirements. In addition, this position is eligible for 80 hours of Paid Time Off per year to be used for paid sick, personal, vacation or holiday.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.