



Ad Maiorem Dei Gloriam

## Province Position Posting

**Position Title:** Pastoral Advocacy Coordinator  
**Reports to:** Provincial Assistant for Safeguarding  
**Classification:** Full-Time, Exempt  
**Location:** Remote

### **About the USA East Province:**

The Society of Jesus (the Jesuits) is a Roman Catholic order of priests and brothers founded in 1540 by the soldier-turned-priest, Saint Ignatius Loyola. In the vision of their founder, Jesuits seek to “Find God in All Things” and commit themselves to the “Greater Glory of God.” The USA East Province of the Society of Jesus is one of four Provinces within the Society of Jesus in the United States belonging to the worldwide body of Jesuits.

### **Job Summary:**

In accordance with the Ethics in Ministry Policies of the Jesuits USA East Province, the Pastoral Advocacy Coordinator (PAC) acts as a liaison between complainants, clinicians, and the Province. The Pastoral Advocacy Coordinator works closely with the Provincial Assistant for Safeguarding. The Pastoral Advocacy Coordinator has expertise in counseling and working with victims/survivors of trauma.

The Pastoral Advocacy Coordinator is the first point of contact for individuals alleging abuse by a Jesuit or employee of the Province and maintains a professional relationship with the victim and/or family. This role does not act officially as a therapist, attorney, or spiritual director.

### **Essential Functions:**

- Assists with intake and initial complainant interviews as needed.
- Tracks complaints and allegations as they are received.
- Assists in finding qualified therapists for persons requesting counseling in a timely manner.
- Explains to the alleged victim the Province’s response protocol to allegations raised, and how a particular allegation will be handled.
- Oversees therapeutic relationship between complainants and clinicians; holds therapists accountable for complainants entrusted to their care; serves as primary point of contact for all therapists.
- Provides as-needed reports to the Review Board on the progress of any open cases or inquiries.

---

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

- Remains available 24/7 (after hours and weekends) to complainants by dedicated cell phone line.
- Maintains complete confidentiality of all cases and matters under the purview of the Review Board.
- Offers recommendations to the Provincial Assistant (PA) for Safeguarding, Safety Consultant, legal counsel, and Review Board about each case.
- Assists the PA for Safeguarding in maintaining the Province's compliance with all facets of the five-year Praesidium accreditation schedule, including the onsite visit, as well as:
  - the annual letters to supervisors of Jesuits working outside Jesuit institutions;
  - the annual CARA report;
  - the annual Praesidium audit; and
  - the annual letter from the major superior regarding current conduct matters in the Province.
- Assists in the drafting of letters to survivors and others.
- Provides general administrative support for the PA for Safeguarding.
- Represents UEA on the JCCU Safeguarding Core Committee.

### **Other Duties:**

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.

### **Physical Demands:**

- Sit at a desk for long periods of time while working on the computer.
- Use telephone; write or use a keyboard.
- Ability to lift files/boxes up to 10 lbs., open filing cabinets, and bend or stand as necessary.

### **Travel:**

- Travel may be required to meet with an alleged victim or family.
- Attends annual CMSM Safeguarding Conference.
- Attends four Review Board meetings per year: two in-person and two web-based.
- Will visit the NYC Office to meet with PA for Safeguarding on an as-needed basis.

### **Required Education & Experience Requirements:**

- Master's degree in social work, psychology, or a related field.
- 3-5 years of direct clinical experience; experience with victims of trauma preferred.
- Compatible with the vision, values, and mission of the USA East Province the Society of Jesus and the Catholic Church.
- Maintains a high level of confidentiality.

---

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

- Treats all complainants and family members with respect and dignity.
- Uses solid judgment in working with clinicians to ensure therapeutic regimen remains appropriate.
- Ability to use tact and good judgement in interpersonal interactions.
- High degree of attention to detail.
- Exceptional level of communication skills, both verbal and written composition.
- Possesses initiative, is self-directed; able to complete workload without onsite direction.
- Must be organized, flexible, and able to rearrange priorities.
- Advanced knowledge of computer software programs including Microsoft Office Suite.

**Salary Range:**

The salary range for this position is between \$55,000 and \$77,000 based on geographic location, experience, and education.

**How to apply:**

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 our Human Resources Department, at [ueahumanresources@jesuits.org](mailto:ueahumanresources@jesuits.org) and write “Pastoral Advocacy Coordinator” 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. Resumes will be accepted through 06/01/2023.

The Province offers a team-oriented work environment and a competitive compensation plan. The employee benefits package includes medical, dental and vision coverage, short-term disability, long-term disability, life insurance, paid time off, paid holidays, and a 403(b) Retirement Plan. 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.