

**Job Title:** Assistant in Mission, Ministry and Interfaith Dialogue

**Department:** Mission, Ministry and Interfaith Dialogue

**Reports to:** Executive Director of Mission, Ministry and Interfaith Dialogue

**Job Summary:** A ministry position that is directly involved with the student body of St. Francis College. This position plans for and implements various initiatives, activities and events designed to integrate academic learning and activities with developing faith and character. The position functions as a part of the Mission and Ministry team with a particular focus on promoting the Franciscan Charism and values as well as supporting student involvement in interfaith dialogue and spiritual development. The Assistant is primarily responsible for providing support by working with the Executive Director of Mission, Ministry and Interfaith Dialogue and the Director of Campus Ministry to match the pastoral and spiritual needs of the St. Francis College community.

**Duties and Responsibilities:**

- Support the Department of Mission, Ministry and Interfaith Dialogue in developing its mission, goals and vision and the core Franciscan values that are an integral part of the SFC community.
- Understand, value and promote the Franciscan Catholic identity of SFC and how it dwells within the College's mission and vision on campus and in the community.
- Model and promote the Franciscan values of presence, respect, compassion, service, hospitality, peace, justice and trust among all members of the college community, especially welcoming those who may feel marginalized.
- Lead efforts of outreach and evangelization.
- Provide pastoral care to students on spiritual, moral and personal growth issues.
- Be an active presence at Masses, Interfaith services and other events coordinated by the Department of Mission, Ministry and Interfaith Dialogue and student-led events.
- Serve as a resource to and develop relationships with students both on campus and in the dorms, for spiritual and/or leadership needs.
- Prepare and manage social media for the department.
- Be a visible pastoral presence on campus with direct involvement in Mission and Ministry activities.
- Assist with leadership formation.
- Assist with the planning of College liturgies and special events.
- Assist with the organization of and attend retreats/mission trips and/or other trips as needed.
- Collaborate with the Executive Director of Mission, Ministry and Interfaith Dialogue and the Director of Campus Ministry in planning opportunities for annual retreats and evenings of reflection, with a particular focus on the mission of the College and the Franciscan Charism.
- Provide opportunities for involvement of the College community in the liturgical life of the Church.
- Effectively manage multiple responsibilities.
- Collaborate with other offices of the College on various programs including, but not limited to:
  - Baccalaureate Masses, Alumni Memorial Mass and Community Day Mass
  - Student retreats
  - Community service
  - Peer counseling
  - St. Clare and St. Francis Week

- Charter Day
  - New Hire Franciscan Orientation
  - Gatherings for alumni.
  - Promotion of the mission
- Serve as a resource for various prayer experiences, including interfaith, for the College community.
  - Motivate the College community to a conscious awareness of the needs of people and to a spirit of service.
  - Coordinate local service opportunities.
  - Supervisor for work study students and signing-off on timesheets.
  - Design various educational opportunities on timely issues through lectures, films, discussions, etc.
  - Collaborate with faculty, staff and students on special projects.
  - Plan ongoing assessment, periodic program review and evaluation.
  - Participate in weekly staff meetings.
  - Complete projects and other related duties as assigned.
  - Some evening and weekend work may be required.
  - Perform all other duties as assigned.

#### **Qualifications:**

- Master's Degree in Divinity, Theology, Religious Studies, Spirituality, Ministry or related field is required.
- Experience in campus ministry at the college level or related experience.
- Knowledge of the Catholic Church, its teachings and traditions is a plus.
- Strong desire to work with college students and young adults.
- A professional demeanor and the ability to set appropriate personal and professional boundaries.
- Proven communication and interpersonal skills with ability to interact positively with all members of the St. Francis College community.
- Demonstrated commitment to the role of spiritual growth and call to service in both the Catholic and Interfaith communities.
- Strong facility with social media, information technology skills and ministry resources.
- Knowledge and experience with Microsoft Word, PowerPoint, Publisher, and Excel.
- Highly motivated, energetic and ready to assume the responsibility for a comprehensive program; must be imaginative and creative; able to promote and encourage enthusiasm for campus ministry and interfaith programs.
- Excellent communications skills both verbal and written.
- Excellent organization and planning skills and ability to prioritize projects and activities.
- Ability and a deep desire to work independently and in collaboration with others.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

#### **About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its

commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).