

Position Description for Associate Director of Social Mission - Bellarmine Chapel

I. IDENTIFYING INFORMATION

- a. Position Title: Associate Director of Social Mission - Bellarmine Chapel
- b. Status: Part-time, Hourly rate, Non-Exempt, 12 month
- c. Hours: 20-29 hours per week
- c. Reports to: Parish Family Director of Sustainability and Social Mission

II. PRIMARY FUNCTION OF THIS POSITION

a. The Bellarmine Chapel Associate Director of Social Mission is a part-time, hourly position responsible for the day-to-day management and coordination of Bellarmine Chapel's social mission, service, and justice initiatives related to the Jesuit's Universal Apostolic Preference 2, Walking with the Excluded. With the support and oversight of the Parish Family Director of Sustainability and Social Mission, the Associate Director manages efforts focused on migration, LGBTQ+ dignity, and inclusion of people of all abilities. The Associate Director supports the broader social mission initiatives of the parish, employing the latest digital tools and community organizing best practices to draw new and current parishioners into further in-person encounters with the social mission of the Church.

III. POSITION CONTENT

- a. Social Mission Programs and Formational Activities
 - 1. Liaison with several Bellarmine parish Service and Solidarity Teams (including with St. Vincent de Paul, Habitat for Humanity, Interfaith Hospitality Network, Tender Mercies, and others).
 - 2. Serve as a coordinator of and support for several Issue-Based Action Teams (Immigration Team, People of All Abilities Team, and Building a Bridge Team (LGBTQ+)), with a focus on expanding opportunities for education, prayer, relationship-building, and advocacy.
 - 3. Assist with fundraising for outreach collections during third Sunday of the month outreach collections.
 - 4. Collaborate with the Parish Family Director of Sustainability and Social Mission in the organization of social mission-based faith formation and educational opportunities for all ages and stages of life, balancing contemplation and action.
 - 5. Collaborate with the Parish Family Director of Sustainability and Social Mission and the St. Xavier Church Associate Director of Social Mission on Parish Family-wide initiatives like Active Discipleship Days of service and reflection.
- b. Administrative Tasks
 - i. Collaborate with the Parish Family Director of Sustainability and Social Mission to support social mission goals-setting and implementation.
 - ii. Collaborate with staff, parishioner leaders, and outside partners to encourage more participation, deeper engagement, and genuine encounter with the marginalized and the earth.

- iii. Communicate and promote the efforts above through both digital and in-person channels.
- iv. Recruit, train, supervise, and evaluate volunteers to create robust outreach and service opportunities.
- vi. Maintain appropriate records for all social mission programs.
- vii. Represent social mission at Bellarmine Chapel, Archdiocesan and interparish meetings as well as larger City-wide networks as appropriate.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. Skills, Knowledge, and Abilities

- 1. Working knowledge of Catholic Theology, particularly Catholic Social Teaching
- 2. Proficient in basic administrative skills across a variety of digital platforms
- 3. Strong oral and written communications skills
- 4. Strong program development and management skills
- 5. Experience with supporting and managing volunteers
- 6. Proactive and self-motivated with the ability to multi-task with a minimum of supervision

b. Education, Training, Experience

- 1. A Bachelor's degree in Catholic theology, ethics, or social action, or a relevant helping profession (social work, education, etc.) and a demonstrated background in Catholic theology and ethics is required; a Master's degree is preferred
- 2. 2+ years of experience with diverse volunteer or non-profit organizations, either secular or religious

V. WORKING ENVIRONMENT

- a. Position requires frequent evening and weekend work, including regular attendance at Sunday liturgies.
- b. Hourly rate commensurate with experience.

Employees of Bellarmine Chapel will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

To apply for this position, please send your resume and cover letter to

socialmissiondirector@bellarminechapel.org