



Job Posting
Director of Service & Justice

March 2023

Position Summary

The Director of Service & Justice supports the Director of Mission and Ministry to ensure that McQuaid Jesuit is faithful to its Catholic character and mission as a Jesuit School, an apostolate of the United States East Province of the Society of Jesus. The Director creates and facilitates service opportunities, locally and abroad, that contribute to forming young men in the high school and the middle school who will embody the characteristics of being intellectually competent, loving, religious, open to growth, and committed to justice by the time of their graduation.

Essential Functions or Key Responsibilities

- Coordinate logistics, determine participants, develop content for, and facilitate staffing of McQuaid Jesuit's service immersion trips
- Lead 2-3 service immersion trips annually
- Collaborate with faculty and staff to promote service and justice initiatives through clubs and the classroom
- Coordinate the Service & Justice program by connecting students with service opportunities, and working with local nonprofits and organizations
- Provide programming for McQuaid Jesuit Xavier Week, an annual whole-school justice summit with keynote speakers to address a pressing justice issue facing our world today.
- Lead the McQuaid Jesuit's participation in the Great Ignatian Challenge, an annual holiday food drive competition between Jesuit schools across the East Coast Province
- Coordinates with the Administrative Assistant of Mission and Ministry to ensure students' service hours submissions through MobileServe are current and accurate
- Coordinate and develop the Senior Capstone Service Project in collaboration with the Theology Department Leader
- Develop a team of student leaders to promote and lead Service & Justice
- Manage budgets for the Service Program and Service Immersion trips
- Collaborate with other Mission and Ministry team members on office programming

Additional Responsibilities

- Be a visible presence for the McQuaid Jesuit Community
- Participate in the USA East Province and JSN cohorts for Service Coordinators
- Coordinates and attends the McQuaid Jesuit delegation to the Ignatian Family Teach-in for Justice
- Collaborate with the Director of Retreats and Worship in coordinating the Freshman Day of Service

Teaches classes in his/her discipline as assigned by the principal.

Competencies/Skills

- Background in education and/or working with young people/students, working knowledge of educational pedagogy, and strong personal character that provides a good role model for young men
- Conversant with the Mission of a Jesuit School to advance students and adult community's knowledge of Ignatian pedagogy and spirituality
- Knowledgeable of Catholic Social Teaching and personal commitment to issues of social justice
- Strong leadership skills
- Competencies in Reflective Practices
- Advanced technology skills to communicate appropriately in social media
- Organizational and facilitation skills to lead service immersion experiences
- Models appropriate behavior and boundaries for students and colleagues
- Good organizational skills; able to take initiative and follows through on projects; strategic planning skills for the future; problem solving capabilities; flexibility with student developmental processes
- Collaborative in nature, good at working with a team with diverse persons, and can delegate tasks when needed
- Strong event planning skills
- Effective communication skills (oral, written and personal) with students, faculty, parents, local church, partnering agencies and press in matters that pertain to Service
- Conversant with male adolescent faith and social developmental theories

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and can require standing, walking, bending, kneeling, stooping, crouching, and climbing throughout the day. The employee will occasionally lift or move items over 50 pounds. While leading service immersion trips the employee should be able to perform seven to nine hours of various types of manual labor in multiple conditions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position Type and Expected Hours of Work

This is a 10 month exempt position. Days and hours are generally Monday through Friday, 7:30am to 3:30pm. Non-traditional hours are required as job duties demand.