

## JOB DESCRIPTION

<b>Job Title</b>	Associate Director		
<b>Department</b>	Institute for Lay Formation – Mundelein, IL		
<b>Reports To</b>	Director of the Institute	<b>Supervisory</b>	None
<b>Employment Class</b>	Exempt, Benefits Eligible	<b>EEO Class</b>	Professional

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

The Associate Director works with the Director and other Institute staff in administering all the basic functions of the Institute for Lay Formation. Specifically, the Associate Director is responsible for directing the academic, formation and ministerial components of the Lay Leadership (LL) and Catechetical Coordinator (CC) programs of the Archdiocese of Chicago. He or she will oversee the certification of parish coordinators, which includes the ministerial practicum of the CC Program. The Associate Director is a member of the professional staff of the University of Saint Mary of the Lake.

## Core Functions

- Directs all aspects of the LL Program, including academic courses, formation events, and retreats.
- Directs all aspects of the CC Program, including academic courses, formation events, and retreats.
- Oversees the certification and renewal of certification of all Coordinators of Religious Education (CREs), Coordinators of Adult Faith Formation (CAFFs), and Coordinators of Youth Ministry (CYMs) in the Archdiocese of Chicago.

## Essential Job Functions

- Works collaboratively with the Director and other Institute staff in achieving the overall vision and mission of the Institute for Lay Formation
- Assists in the development of new formation programs in response to the needs of Renew My Church
- Leads the information sessions for prospective students and orientation sessions for new students
- Responsible for reviewing all applications and interviewing all applicants for the LL and CC programs
- Responsible for confirming that all admissions requirements have been satisfied for the LL and CC programs prior to acceptance into the respective program
- Arranges for LL and CC academic faculty, formation day presenters, and retreat leaders
- Accompanies and evaluates all LL and CC students throughout their 2-year or 3-year formation program
- Maintains timely communication with all students and faculty as needed for the LL and CC programs
- Oversees the certification process for CREs, CAFFs, and CYMs and ensures that all requirements are completed prior to certification or renewal of certification in the Archdiocese of Chicago
- Maintains the participant handbooks and the faculty handbook for the LL and CC programs
- Collaborates with the various offices and departments of the Archdiocese of Chicago

### Ancillary Job Functions

- Ensures compliance with all University policies and standards
- Maintains the webpages for the LL and CC programs
- Creates regular reports about the progress of students, certification, and renewal of certification
- Writes and submits regular reports to the USCCB, CARA, and other national agencies as needed
- Attends relevant national, vicariate and archdiocesan conferences, retreats, meetings, and other events
- Other duties as assigned

### Education and Experience – An equivalent combination of education, training and experience will be considered.

- M.A. in Pastoral Studies, Theology or related field
- Fully initiated Roman Catholic in good standing
- Missionary disciple who expresses a love of Christ and the Church
- Experience in pastoral ministry; 5 years preferred
- Commitment to the formation of the laity for parish ministry
- Experience in working with and teaching adult learners; understanding of adult developmental processes
- Experience in preparing and leading various forms of prayer
- Administrative experience, with the ability to initiate and bring projects to completion
- Mature development in the human, spiritual and pastoral formation dimensions Experience using basic information technology; comfortable using new technologies in education and communications activities

### Knowledge, Skills and Abilities – Which may be representative, but not all-inclusive, of those associated with this position.

- Direct and clear oral and written communication skills
- Strong critical-thinking, analytical, and problem-solving abilities
- Ability to collaborate with a team while also possessing the ability to work independently
- Ability to manage and execute multiple projects to meet required deadlines
- Strong social and relationship building skills
- Strong creative, strategic, analytical and organization skills
- Demonstrates flexibility and adaptability
- Willing and able to work with racially, ethnically and socio-economically diverse parish communities
- Desire to network and create relationships with other departments of the University
- Familiarity with Word, Excel, PowerPoint, Publisher, Outlook, and Adobe Acrobat
- Comfortable with internet research, online courses, and distance learning

### Work Environment – Environmental conditions commonly associated with the performance of the functions of this job.

- General office conditions, university conditions. Exposed to moderate noise levels.

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

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.
- Ability to routinely ascend and descend a full flight of steps; ability to move around the Institute's offices (located on the 2<sup>nd</sup> floor), kneel, carry and stoop
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Ability to communicate with constituents effectively, on the phone, email or in person
- Provides a welcoming and safe atmosphere
- Interacts with patrons and staff in a courteous and professional manner