

DIOCESE OF SAN JOSE

Position Description

POSITION TITLE: Director, Institute for Leadership in Ministry

POSITION SUMMARY:

To provide leadership and direction to the Institute and to contribute to leadership formation in the Diocese of San Jose.

DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Directs the Institute: Promotes the vision of the ILM, sets and prioritizes program components and develops curriculum for English and Spanish tracks; contracts and evaluates faculty; manages promotional aspects and public relations; evaluates program components and performance; evaluates faculty; mentors and guides students; develops and updates the office budget; negotiates with the school facility where classes are held; and manages logistics.
- Directs the Advanced Lay Leadership Program
- Convenes the ILM Advisory Board on matters relating to curriculum content, pedagogy, faculty and evaluation.
- Serves as liaison to the bishop re: issues related to ministerial leadership formation
- Represents the Diocese of San Jose in regional and national settings related to ministry formation and leadership development.
- Serves on the Council of Ecclesial Ministry (*ex officio*)

OTHER OR SHARED RESPONSIBILITIES:

- Works with the Director of Deacon Formation in the education and training of those in the Permanent Diaconate formation program
- Serves on the Deacon Formation Board
- Works in collaboration with the other directors in the Department for Evangelization toward implementation of the Diocesan Pastoral Plan and Evangelization Framework.

THIS POSITION SUPERVISES:

- Administrative Assistant
- ILM Faculty
- Institute students in conjunction with their pastor

Education and/or Experience: Master's Degree in Theology, Pastoral Ministry, or a related field. Minimum 7-10 years proven administration and leadership.

Language Skills: Ability to read, write and speak fluent English and Spanish at a professional level. Ability to relate and communicate with a wide range of ethnic and cultural communities. Excellent composition, writing, and presentation skills.

Technical Skills: Proficiency in Microsoft Office, basic knowledge of internet applications and social media platforms.

Other Requirements: The employee must demonstrate a history of effective leadership, good judgment, initiative, confidentiality, discretion; and professionalism. Must be a practicing Roman Catholic and must be committed to the mission of the Church with the ability to work with various ethnic cultures.

HOW TO APPLY:

Please submit a resume and cover letter to Christina Dickson at: jobs@dsj.org