

## **ST. MARY'S INSTITUTE**

**Title:** CPPS Partners in Mission Director

**Description:** The Sisters of the Most Precious Blood (CPPS) Partners in Mission (PIM) Director is a part-time, exempt position that reports to the CPPS Superior General and PIM Board of Directors. The PIM Director manages and maintains all PIM activities and functions.

### **RESPONSIBILITIES:**

1. Attend all quarterly governing board meetings, developing the agenda, providing reports for programs and share plans and updates.
2. Maintain PIM files and webpage.
3. Propose annual budget: CPPS Leadership Team determines the subsidy and Director and Governing Board determine the breakdown of amounts. The Governing Board submits to the Leadership Team through the Director.
4. Oversee all committees.
5. Facilitate writing, publishing, and distribution of PIM Newsletter.
6. Provide resources and mentoring for spiritual growth and leadership skills to small faith communities and individual members.
7. Implement the Pathways processes.
8. Visit each small faith community on a three-year cycle.
9. Attend and encourage attendance at Community and PIM events.
10. Plan an annual PIM Assemblies and Commitment Ceremony.
11. Implement the Policies of the PIM Governing Board.
12. Perform other duties, as necessary.

### **SPECIFICATIONS:**

**Education:** Post- high school professional preparation; experience in contemporary office practice including, but not limited to, word processing, file systems and management, office equipment including computers, typewriters, fax machines, telephones, smart phones, tablets, printers, and multi-function office equipment. Must have sufficient written and oral communication skills to prepare correspondence effectively and engage in all other forms of communication and discussion.

**License/Registration/Certification:** Valid Driver's license.

**Experience:** Five or more years of progressively responsible administrative experience. Must be, or plan to become a PIM. Experience with women's religious and Sisters of the Most Precious Blood a plus.

**Skills and Competencies:**

1. Excellent word-processing skills.
2. Communicate succinctly in oral and written expression.
3. Good listening skills with ability to accurately communicate messages.

4. Approachable, mature, accommodating, gracious, compassionate, patient, welcoming and friendly.
5. Exercise sound judgement with minimal direction.
6. Maintenance of a high level of confidentiality.
7. Strong sense of initiative and self-directed working capacity.
8. Adaptability: willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
9. Strong organizational skills and ability to work collaboratively.
10. Compassionate presence, and comfort with death and the process of dying.
11. Possession of strong computer skills with working knowledge of Microsoft Suite and Microsoft Outlook.
12. Ability to operate or learn applicable office equipment.

Working Conditions:

- Work is primarily sedentary, performed in a comfortable office setting.
- Some lifting and carrying of supplies, pulling and pushing of a cart.
- Ability to focus on a computer screen for extended periods.
- The CG offices are tobacco-free.

July 20, 2023