



Ad Maiorem Dei Gloriam

Position Posting
USA East (UEA) Province of the Society of Jesus
Office of Ignatian Spirituality

Position Title: Contemplative Leaders in Action - Virtual Cohort Coordinator
Reports to: Associate Director for Contemplative Leaders in Action
Employment Status: Part-Time
Location: Remote, within UEA Province

About the USA East Province of the Society of Jesus: The Society of Jesus (“the Jesuits”) is an order of Catholic priests and brothers founded in 1534 by Saint Ignatius of Loyola. The Office of Ignatian Spirituality (OIS) is a ministry of the USA East Province of the Jesuits. OIS promotes Ignatian spirituality, leadership, collaboration, and formation for mission. OIS programs include Hispanic and young adult ministries, the formation of lay colleagues and spiritual directors, and promotion of the spiritual exercises.

Job Summary: OIS is seeking a talented professional to facilitate the Contemplative Leaders in Action (CLA) virtual program. CLA is an eighteen-month program rooted in Ignatian spirituality, developed for young adult professionals seeking community, personal and spiritual growth, and leadership development. CLA is a program of OIS’s Ignatian Young Adult Ministries (IYAM) initiative.

Extending from July 2023 through June of 2025, this is a part-time position combining flexible, remote work with an annual on-site team orientation within the UEA province. Weekly and monthly hours will vary based on the program schedule and duties as assigned, however the Virtual Coordinator can expect to work 300 - 350 hours in each year of the program.

Essential Functions:

- Work with OIS leadership and the CLA team, under direction of the associate director, to implement the program.
- Coordinate program logistics and implement policies.
- Facilitate virtual programmatic sessions (see appendix for program calendar).
- Manage virtual facilitation team.
- Provide pastoral support to participants throughout their experience.
- Attend and actively participate in scheduled gatherings of the CLA team (see appendix).

- Implement regional recruitment and enrollment strategy for 2025-2027 cohort.
- Coordinate virtual alumni engagement.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Travel: The Virtual Coordinator will attend an annual summer orientation to be held within the UEA Province.

Experience and Qualifications:

1. A successful candidate is engaged with the Catholic community, conversant with Ignatian spirituality, enthusiastic about developing young adult leaders in the Ignatian tradition, and aligned with the vision, values, and mission of the USA East Province the Society of Jesus and the Catholic Church
2. Facilitation skills are essential. The cohort coordinator does not direct the program nor teach the content. Rather the cohort coordinator accompanies young adult participants throughout their CLA experience, providing support, encouragement, and motivation. Accordingly, the successful candidate will be an emotionally intelligent, hospitable, open-minded, and compassionate person with healthy boundaries. Qualified candidates must have strong interpersonal and communication skills and enjoy interacting with young adults.
3. We seek coordinators with a demonstrable commitment to diversity, equity, and inclusion and the social justice mission of the Church.
4. A resolute commitment to high-quality programming, demonstrated through the ability to manage projects, coordinate logistics, and meet deadlines in a reliable, detail-oriented manner is crucial.
5. Our team welcomes enthusiastic, fun, flexible colleagues who can both collaborate with a geographically diverse staff and successfully coordinate self-directed work. The ability to manage time and achieve goals within the established deadlines and assigned hours is essential. The capacity to balance this position with other responsibilities is necessary.
6. Bachelor's degree required, advanced degree in related field desirable.
7. Aptitude for applicable software: Google suite, Office 365, videoconferencing (Zoom), CRM, and social media.
8. English-speaking ability required; Spanish-speaking and cultural competency desired.

Salary Range: The salary range for this position is between \$24.00 and \$26.00 an hour, based on size of cohort and demonstrable experience.

How to Apply: UEA offers an opportunity to do meaningful, high-impact work in a team-oriented environment. The cohort coordinator will serve as a team member of the Office of Ignatian Spirituality and an employee of the USA East Province of the Society of Jesus. This role is part-time, offering competitive compensation. The role offers no company benefits. UEA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. The selected candidate will be required to successfully complete a criminal background check.

If you share the vision and values of the Society of Jesus, are passionate about the mission of CLA, and want to join our team, we invite you to submit a resume and cover letter to Elise Gower, Associate Director for CLA, egower@jesuits.org.