

Resource & Education Coordinator – Office of Founded Ministries

The Office of Founded Ministries of the Dominican Sisters of Peace works with 21 mission-driven organizations in 8 states. These include educational institutions, health care centers, adult literacy centers, ecology centers, and retreat centers.

Position Description: This full-time salaried position reports to the Director of the Office of Founded Ministries, working to ensure that Catholic and Dominican identities are integrated within each organization served by the office. This position will help develop, design, and implement training programs for leaders affiliated with these organizations, coordinate networking and training events, and support the operational needs of the office.

Essential Duties and Responsibilities:

1. Promotes Catholic and Dominican Identities
 - a. Engages with the Director of the Office of Founded Ministries to encourage organizations to integrate Catholic and Dominican identities as expressed by the Dominican Sisters of Peace and Associates.
 - b. Identifies and gathers resources for presentations and trainings.
 - c. Designs, creates, and assists in implementing orientation programs for board members, local leaders, staff, and other constituents.
 - d. Assesses current programs and services and adapts these to meet changing needs and advances in technology.
2. Coordinate Networking and Training Events
 - a. Organizes and facilitates regular networking opportunities for local leaders.
 - b. Coordinates annual gatherings and meetings in Columbus.
 - c. Facilitates an evaluation and follow-up to events and activities.
3. Support the Operational Needs of the Office of Founded Ministries
 - a. Communicates in a timely and clear manner with the Director and local leaders.
 - b. Collects and manages data from the local organizations.
 - c. Supports the work of the Director of Founded Ministries and Congregational Leadership.
 - d. Assumes other duties as needed to achieve the goals of the Office of Founded Ministries.

1/24/23

Qualifications

- a. Education: Bachelor's Degree, preferably in education, organizational management, or a related field.
- b. Experience: Experience in an office setting, educational environment, or a related field.
- c. Knowledge: Knowledge of or a willingness to engage in Catholic and Dominican identities as expressed by the Dominican Sisters of Peace and Associates.

Skills:

- a. Self-starter and ability to work collaboratively and independently.
- b. Ability to maintain confidentiality.
- c. Strong oral, written communication and technological skills specifically knowledge of Adobe Creative Cloud, PowerPoint and Microsoft Office.
- d. Prioritizes assigned tasks, effectively handles work on multiple projects and daily tasks simultaneously.
- e. Able to work well under pressure.
- f. Balances self-care and the demands of the position.

Working Conditions /Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this position:

- a. Stands and walks intermittently throughout the workday, including sitting and bending; reaches, lifts, carries, and manipulates various office material, supplies and equipment.
- b. Must be able to cope with the demands of the position.
- c. Must be able to function independently.
- d. Must be able to travel as required.

Reporting Relationship:

Reports to the Director of the Office of Founded Ministries.