



SISTERS OF CHARITY
OF LEAVENWORTH

JOB ANNOUNCEMENT

To: All SCLs, SCL Associates and the Charity Federation
From: Kristina Rastorfer, Director of Human Resources
Re: Position Opening – Coordinator of Justice, Peace, and Integrity of Creation Office
Date: April 10, 2018

The Sisters of Charity of Leavenworth are currently seeking a **Coordinator of Justice, Peace and Integrity of Creation Office**. This is a Full-time position that promotes justice education, advocacy, and action on the part of the Sisters, Associates, and staff with respect to current issues of justice, peace, and integrity of creation.

Responsibilities

- Meets and works collaboratively with a designated Peace and Justice committee (or an advisory committee that is comprised of designated groups/individuals/committees, including Congregational leadership representation) to discern what issues to address and create strategies/activities for the various issues/focus areas. (*Affirms the work of current advocacy groups and does not replace them.*)
- Keeps updated on current pending legislation as related to focus areas of the SCL Congregation e.g., immigration, human trafficking, integrity of creation etc. and sends out timely email legislative action alerts.
- Plans and implements advocacy, action, and communications via letters, phone calls, and meetings with elected officials on critical justice concerns of the SCL Congregation
- Offers presentations, workshops, and reflection opportunities focused on justice, Catholic Social Teaching, the congregation's corporate stances, and peace-making skills
- Actively engages and works in collaboration with other groups on the local, national, and international levels, including other local congregational justice coordinators, the Charity Federation JPIC offices, and the Charity Federation UN NGO Liaison. Examples of other national partners are NETWORK and LCWR justice coordinators.
- Provides regular updates to the Leadership Team
- Collaborates with the Communication Director to assure coverage of justice endeavors
- Develops and implements an annual organizing plan based on the Critical Concerns as stated in the SCL Direction Statement in collaboration with leaders at all levels
- Provides regular input for the SCL Justice newsletter and regularly provides updates on the justice links on the SCL website
- Annually transfers records to the Archives Department pertinent to justice advocacy and action
- Maintains an office at the SCL Community administrative site
- Collaborates with liturgy team(s) to plan prayer opportunities related to justice issues when appropriate
- Participates in ongoing professional development
- Prepares, submits, implements, and monitors the Justice Coordinator budget
- Perform other related duties as requested/assigned

Position Qualifications:

- Bachelor's degree and/or a minimum of 5 years' relevant justice ministry experience
- Strong commitment to and demonstrated passion for justice
- Knowledge of Catholic Social Teaching
- Willingness to learn or understands the congregation's charism
- Ability to:
 - Analyze and effectively articulate the justice agenda
 - Motivate others on behalf of justice issues and concerns
 - Engage others in active dialogue and reflective thinking
 - Present effectively to diverse populations
- Strong organizational, written and verbal communication, leadership, and technology skills
- Openness to varied points of view and cultures
- Sensitivity to language as it impacts race, gender, and culture
- Ability to manage flexible hours and a willingness to travel (25% - 30%)
- Strong self-motivation and decision-making ability

Physical Activity

- Carrying, bending, stooping, grasping, standing, twisting, sitting, lifting, walking, filing
- Communicating with Sisters, associates, and co-workers via face-to face, phone, and other technological means
- Push, pull, lift, or carry up to 20 pounds occasionally; generally sedentary

Benefits:

The Sisters of Charity offer a competitive wage, along with an outstanding benefits package including:

- Health Benefits - medical, dental, vision & prescription drug plan
- Retirement Plan with match
- Paid Time Off and 9 paid holidays
- Life and Disability Insurance
- Flexible Spending Accounts

To Apply:

Interested and qualified applicants are invited to send an updated resume, no later than April 24, 2018, to:

Email: recruiting@scls.org OR Fax: 913-680-2344

EOE