

Job Description

Ursuline Sisters of Cleveland

Job Title:	Coordinator of Justice, Peace, and Integrity of Creation
Supervisor:	Leadership Team
Exemption Status:	Exempt (Full-time)
Job Number:	11-102.1
Revised:	March 1, 2022

JOB SUMMARY

The Coordinator of Justice, Peace, and Integrity of Creation is responsible for communicating the Gospel principles of Catholic social teaching, creating programs and engaging the community by providing education, advocacy opportunities and direct service experiences for and with the Ursuline Sisters. In addition, this position is responsible for networking with social justice organizations, religious communities, diocesan social justice offices and organizations focused on achieving missions and initiatives consistent with those of the Ursuline Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Educate the leadership team, the congregation and the greater community on the need for social change on, but not limited to, SOA/WHINSEC, death penalty, human trafficking, poverty, etc.
- Build and grow partnerships between the Ursuline Sisters and other congregations and organizations on social change initiatives
- Collaborate as needed with sponsored institutions social justice initiatives
- Manage and maintain regular communication with the congregation.
- Collaborate with members of the Finance Office to ensure accurate reporting and monitoring of expenses for social justice activities
- Meet with the leadership team on a regular basis
- Schedule and coordinate social justice activities within the community.
- Create a social justice calendar
- Other duties as assigned

JOB REQUIREMENTS

- Bachelor's degree in a field related to social justice and /or related experience
- Professional or volunteer experience coordinating social action/social justice work in a nonprofit organization
- Experience with community organizing and working with volunteers
- Knowledge of local, state and national policy making processes
- Experience managing volunteers
- Strong oral and written communications skills that demonstrate a professional demeanor and the ability to interact with others with discretion and tact
- Strong negotiating and influencing skills

Or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job

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PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- May be required to travel to perform certain work functions outside of an office environment
- General office environment must be able to utilize a phone, computer and screen and other office equipment. While performing the duties of the job, the employee is frequently required to sit; talk; or hear and occasionally stand, walk, reach, stoop, or kneel. Must be able to occasionally lift up to 25 pounds.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.