



**VOCATION OUTREACH PROMOTER, Ministry of Welcome**

**Location:** HYBRID

**Salary:** \$60,681 - \$75,851/Full time

**\*\* Cover letter and resume; forward to [jshea@ewsndden.org](mailto:jshea@ewsndden.org)**

**POSITION SUMMARY:**

The Sisters of Notre de Namur, founded by Julie Billiart and Françoise Blin de Bourdon, have a mission to spread the goodness of God among women, children, and the poor. This individual supports the mission and vision of the Sisters of Notre Dame de Namur East-West Province and directs and coordinates all vocations-related activity. Primary responsibilities include assisting discerners, organizing events, educating members, and promoting the Sisters of Notre Dame de Namur, encouraging and promoting vocation awareness among the Sisters, schools, parishes, dioceses, or religious conferences/festivals, and working collaboratively with the Ministry of Invitation Support Circle.

**SCOPE OF POSITION:**

Works under the supervision of the Leadership Team Liaison for Vocations and is accountable to the EW Leadership Team for the use of time, activities and resources.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but are not limited to the following

***Inquirer and Discerner Involvement***

- Responds to initial inquiries about SNDdeN life and/or religious life received from an interested women or through Sisters and Associates, the VISION Vocation Network, Vocation Placement Services, and the Sisters of Notre Dame de Namur social media and webpage
- Conducts initial interviews, follows up with conversations, assures connection with a Sister Companion and maintains contact with women in EW assigned geographic area
- Assures access to opportunities for women to freely discern their vocational call, especially with the Sisters of Notre Dame de Namur, through in-person meetings, communal prayer, retreats, mission trips, and celebrations; provides resources, and when necessary, assists in exploring other options
- Assists when exploring other options if necessary
- Coordinates the transition process when a woman is ready to move from an inquirer to a pre-affiliate
- Coordinates the application process when a woman is ready to move from being a pre-affiliate to becoming an affiliate
- Collaborates with other SNDdeN and NRVC vocation ministers in the US and internationally within the congregation

***Vocation Awareness, Promotion, and Outreach***

- Encourages sisters, associates, and friends to actively promote vocations in EW SNDdeN ministries and parishes and to participate in vocation events on the parish and diocesan levels and college/university campuses

- Provides information and education about vocation ministry to members of the EW SNDdeN province and communicates the responsibility of each member in sharing vocation ministry
- Encourages sisters to share their vocation story with inquirers
- Promotes vocation awareness in parishes, schools, and colleges, especially sponsored ministries, by preparing, presenting, and getting sisters to assist in vocation talks, etc.
- Develops periodic reports to the Leadership Team about vocation ministry
- Assures presence at national, regional, and local religious conferences and vocation fairs to be present with young adults and foster and promote vocation awareness of the SNDdeN and/or religious life

### ***Communications***

- Collaborates with Mission Advancement / Communications to design and implement vocation promotion materials: print, social media, website, ads, videos, etc.
- Creates presentations and displays for vocation promotion and education
- Creates and maintains a periodic Vocation e-newsletter (for companions and discerners)

### ***Administrative***

- Participates in the Ministry of Invitation Support Circle and works closely, inclusively, and collaboratively with them to plan, implement, and evaluate vocation activities
- Participates in the EW/OH SNDdeN Vocation Collaborative
- Assesses effectiveness of vocation activities and develops new initiatives based on assessments and needs of discerners, the Church, and the community
- Maintains a database of interested women

### ***Professional Development***

- Participates in ongoing professional development in vocation ministry by attending NRVC conferences and workshops to stay abreast of issues, programs, and trends in vocation ministry
- Seeks opportunities for education in social media, leadership, communications, SNDdeN US Anti-Racism training, cultural sensitivity and technology
- Deepens her own spiritual formation (e.g., spiritual direction and/or supervision)

## **EDUCATION/ EXPERIENCE/QUALITIES**

**Education:** Minimum of a bachelor's degree; core courses in theology or spirituality

**Personal:** A practicing Roman Catholic woman who is committed to the mission and values of the Sisters of Notre Dame de Namur and a desire to accompany others in their exploration of a call to religious life

### **Experience:**

- Planning/leading group or individual prayer/reflection and involvement in coordinating service projects within different ministries, especially with those made poor
- Experience and sensitivity to the needs of other cultures and realities and knows how to include and integrate groups into activities
- Experience working with young adult groups is a plus.

### **Skills and Abilities:**

- Interpersonal strength: relates well with people of various cultures and ages, is comfortable in team settings, can adapt to changing realities, discernment skills, and keeps appropriate boundaries

- Communication: writes and speaks clearly
- Organization: plans effectively in the short and long term, creative problem solver
- Technology: MS Office Suite, virtual meeting platforms and solid knowledge of Internet and social media platforms
- Functions independently

**Working conditions/Physical requirements:**

The physical demands described here must be met to perform the essential functions of this job successfully.

- Stands and walks intermittently throughout the workday, including sitting and bending.
- Be able to lift 30 pounds.
- Be able to sit at a computer for prolonged intervals throughout the day
- Have a valid driver's license - able to drive long distances and air travel
- The work schedule is flexible and may require nights and/or weekends
- Be able to travel by plane