



SISTERS *of* CHARITY FOUNDATION
OF CLEVELAND

TITLE: program coordinator, Catholic Sisters Generative Spirit Initiative

POSITION SUMMARY: The program coordinator position is a full-time, grant funded position through December 2020 with the possibility of being extended. The program coordinator is a key team member of the Generative Spirit Initiative (GSI) within the Catholic Sisters program area of the Sisters of Charity Foundation of Cleveland, which supports Catholic sisters and their ministries to meet the needs of God's people. Generative Spirit is an innovative initiative under the program area, which aims to inspire the next generation of lay leaders who understand and follow the model of Catholic sisters to be leaders in service and ministry through intergenerational relationship-building between sisters and young adults and professional, personal, and spiritual development of future leaders. You can learn more at generativespirit.org.

The program coordinator works closely with the Catholic Sisters' senior program officer to implement activities for the Generative Spirit Initiative in partnership with the Conference of Religious Leadership (CORL) and the Coalition with Young Adults (CYA). The foundation serves as a funder, convener, program manager, evaluator, and communicator for Generative Spirit. The program coordinator ensures that multiple projects are managed efficiently and effectively through communication with partners, planning meetings and events, and coordinating and contributing to programming and grantmaking.

As the only staff person at the foundation solely dedicated to GSI, we are seeking an individual who is highly organized, has strong initiative, and is passionate about the work of Generative Spirit. The coordinator must be able to build strong relationships with sisters and community partners and be enthusiastic to serve as a thought partner in the development of the initiative.

ACCOUNTABILITY: The position will report to the senior program officer for the Catholic Sisters program area.

RESPONSIBILITIES

- Provide general project management for the initiative to ensure that all activities are moving along the intended timeline (managing program timeline and using program management tools, including the foundation's online project management software, Teamwork, to manage projects)
- Coordinate GSI team communication and meetings (including scheduling, developing the agenda, communicating with attendees, setting up the meeting, and taking notes)

- Serve as the point person to the Ministry Leadership Program consultant for program logistics, including reserving spaces and preparing materials for monthly workshops
- Serve as the foundation point person for the development of a Sisters and Seekers program modeled after [Nuns and Nones](#) to bring together Catholic sisters and young adults in dialogue and shared learning
 - Responsibilities will include convening and prepping for meetings, contributing to the development of the program, and handling logistics for implementation of the program
- Serve as the foundation lead for GSI- supported events, including the annual National Catholic Sisters Week event and Catholic sisters lifelong learning gatherings. The coordinator will work closely with partners to plan and implement these.
 - Responsibilities include scheduling planning meetings, accepting RSVPs, booking spaces and catering, coordinating related communications with the foundation's communications specialist, and coordinating day-of event logistics
- Provide administrative support for the visioning/ strategic planning process for GSI, including scheduling and planning meetings and taking meeting minutes
- Contribute content to grant reports and applications for GSI
- Work with program officer and communications specialist to curate content for the foundation's website and social media channels regarding GSI
- Support the program officer in developing and coordinating capacity building initiatives for ministries of Catholic sisters (including meeting/event planning logistics and communicating with consultants and grantees)
- Lead the due diligence and review of Nonprofit Professional Development Mini Grant proposals, Ministry Leadership Program mission integration project proposals, and other small grant programs that are developed under GSI
- Work with the director of operations to track the GSI budget
- Attend community meetings/events as a representative of the GSI team and Foundation as needed
- Actively participate in the Sisters of Charity Foundation of Cleveland community, including attending staff, board, and committee meetings
- All other duties as assigned

QUALIFICATIONS:

- Ability to understand the Mission & Ministry of the Sisters of Charity of St. Augustine and the foundation
- Bachelor's degree required
- Experience in Catholic ministry and/service preferred
- Knowledge of Catholic sisters in the United States and their contributions to society
- Strong initiative

- Comfort with learning and using online platforms for grantmaking, project management, and communication (including Foundant, Teamwork, Google Groups, Eventbrite, and others).
- Strong emotional intelligence
- Ability to manage multiple projects and work assignments
- Demonstrated experience managing group/collaborative projects
- Strong sense of accountability and responsibility for results
- Ability to interact professionally with individuals from diverse backgrounds and multiple generations
- Proficiency in Microsoft Office, including PowerPoint, Word, Excel, and Outlook
- Exceptional oral and written communication skills along with strong listening skills
- Demonstrated team player with outstanding interpersonal and collaborative work skills
- Flexibility to attend occasional evening/weekend events
- Flexible and nimble in the ever-evolving work of the Catholic sisters program area
- An interest in growing personally and professionally in this position

If interested, please send resume and cover letter to Margaret Eigsti at meigsti@socfcleveland.org by March 8, 2019.