

The Office of Campus Ministry and Social Action (CMSA) is seeking a **director** who will inspire the values of faith, service and community across the MC campus through spiritual programs, community service, and the promotion of the College's Lasallian Catholic heritage. The director is responsible for the daily and special event religious services and will manage the operation of two chapels on campus. The Director works to integrate faith-based reflection and service with learning and promotes many mission related activities to various constituencies across the campus including undergraduate and graduate students, alumni, faculty, staff and administration. Besides providing short- and long-term social justice immersion opportunities, the director will create and foster opportunities for the Manhattan College community to engage in dialogue on pressing matters in the world with a direct impact on this community.

The Director will need to develop and maintain relationships and partnerships with appropriate organizations and agencies at local, regional and national levels to promote a commitment to faith, service and community by all members of the College community. The successful individual will develop and facilitate workshops and trainings primarily for the student population, with collaboration on programming for faculty, staff and administration.

Responsibilities include:

- Develops faith and justice formation programs for students. Develop formation programs for new and more senior faculty and administrators in collaboration with other divisions.
- Supervise and direct the campus minister, a 10-month employee, any graduate assistants, International Brothers, and work study students.
- Oversee all of campus religious life, including priests providing services for mass daily and/or prayer services for special events.
- Develop and implement community-wide programs and events to ensure the visibility of the Lasallian Catholic mission. Fosters and sustains community partnerships through site visits, correspondence and community events.
- Develop reflection and trainings to integrate the service experience with undergraduate learning with CST and CIT. Organizes the LOVE trip programming on campus.
- Provide training for student leaders to help promote leadership skills and run programs effectively.
- Assists the VP for Mission with the annual Mission Week activities, including service opportunities, for the College community
- Plans at least ten “Service Saturday” opportunities for undergraduate students each academic year. Organizes the annual Mission Month Day of Service for the College community.
- Collaborate on intra-divisional programs and projects, including the Dorothy Day Center and HGI. Serves on an institution-wide Mission Advisory Committee focused on integration of mission throughout the College enterprise.
- Monitoring, guiding, and shepherding the College's Fair Trade and Catholic Relief Services Global Campus status.
- Sit as a representative of CMSA on the mission integration council.
- Support students in their faith journey and manage religious services for other faith groups on campus.
- Organize and oversee CMSA’s LIFT retreat program.

- Organizes potential fundraising drives for LOVE trips and LIFT retreats. Must coordinate with Development and Student Engagement.
- Manages unit level reporting and budgets.

Qualifications

- Bachelor's degree required; Mater's Degree Preferred
- Practicing Roman Catholic in good standing who loves and is knowledgeable about Catholic faith, CIT, CSJT and Lasallian charism.
- A gifted spiritual leader with a deep love for God and others. Deep knowledge of the Lasallian charism, preferred.
- Education and/or experience in pastoral ministry, spirituality, social justice, or a closely related field.
- Capacity for developing and sustaining effective relationships with administrators, faculty, staff and students as well as a variety of off-campus community partners.
- Candidate should be a self-starter with the ability to multi-task and handle multiple, ongoing projects simultaneously
- Demonstrated effectiveness in oral and written communication.
- Working knowledge of social media and marketing and computer skills especially in Microsoft Office and Google Drive
- Valid drivers license

Manhattan College is an independent Catholic coeducational institution in the Lasallian tradition. We expect our faculty, administration, and staff to be knowledgeable about our mission and to make a positive contribution to the mission. Applicants from historically under-represented segments of the population are encouraged to apply, as well as those attracted to a college with a Catholic identity. We are committed to a diverse campus community. AA/EO Employer M/F/D/V

To apply <https://inside.manhattan.edu/offices/human-resources/jobs-administrator.php>