ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Spiritual Retreat Ministry (10 Month Assignment)

DEPARTMENT: Campus Ministry, Rose Hill

RESPONSIBILITIES:

- Coordinates all aspects of a comprehensive retreat program, up to 20 offerings in 12 formats every academic year.
  - Meets weekly with student retreat leaders up to five weeks before each retreat.
  - Meets with different planning teams for upcoming retreats as often as twice a week.
  - Provides pastoral presence and guidance to leaders, assisted by a Pastoral Minister.
  - If not leading a retreat, ensures it is staffed by other Campus Ministers and meets periodically with them and the team to plan and execute the retreat.
  - Serves as a spiritual director for 2 two silent retreats.
  - Manages the retreat budget of about $150,000/fiscal year.
  - Pays house related bills and communicates with vendors, assisted by CM Office Operations Manager.
  - Invites priest-presiders for retreat Mass and scholastics to serve as spiritual directors.

- Responsible for creative, inclusive, and timely marketing of retreats on social media and for promoting personal invitations by student retreat leaders.
  - Coordinates information sessions with Residential Life staff (RD, RA) and student clubs.
  - Sends emails blasts to students weekly to invite them to various retreats.
  - Oversees the creation of brochures for the retreat program, and fliers for each retreat.
  - Posts pictures, creates retreat event page and FB updates while assisted by a student intern.
  - Works with the retreat team to host events that promote the retreat program.

- Supervises, trains and empowers student retreat leaders for all aspects of retreat Ministry, involving both practical and interior preparation.
  - Plans and organize the Fall and Winter weekend leaders’ retreats with the help of Jesuit scholastics, the Pastoral Minister for retreats and assigned student leaders.
  - Plans and organize the Spring Leader Formation day on the aspects of Ignatian spirituality based on the content and dynamics of the Spiritual Exercises.
  - Works with retreat leaders during weekly meetings on leadership skills, talk preparation and facilitating group gatherings before and on retreat.

- Fosters the ongoing personal, spiritual and communal growth of retreatants.
  - Plans follow up reunions, timely socials and prayer opportunities for retreat alumni.
  - Encourages involvement with Campus Ministry through liturgies and service projects.

- Coordinates the use and maintenance of the McGrath SJ House of Prayer at Goshen.
  - Communicates closely with Facilities Management to ensure upkeep of the house and grounds of the Goshen property, together with the CM ExD and Office Op Manager.
  - Coordinates reservations and scheduling of use by CM and other offices and groups.
  - Takes the lead in supervising the part-time Plant Manager and Hospitality Coordinator to ensure the facility is always ready for incoming guests for retreats.
  - Coordinates the use and maintenance of the CM transport vehicle with Ram Van Office.

- Assists at major CM events when available in consultation with the Supervisor.
QUALIFICATIONS:
- Bachelor’s Degree preferred.
- Experience in organizing, implementing and leading spiritual retreats for college-age students.
- Should be able to relate to college-age students in formal and informal settings.
- Should be well informed of and have a strong commitment to Catholic Theology and Teachings and Jesuit/Ignatian spirituality.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: August 2019

SEND LETTER AND RESUME TO: Joan Cavanagh
Director of Spiritual and Pastoral Ministries
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