

CAREER OPPORTUNITY

for Community Life Coordinator (Full-time)

Overview

The School Sisters of Notre Dame are a Roman Catholic International Congregation of woman religious whose mission is to direct their lives toward that oneness for which Jesus Christ was sent. Present in 28 world countries, their ministry is directed toward education, with the conviction that the world can be changed through the transformation of persons. As a congregation, the sisters have made a public commitment to transformative actions in the spirit of ecological and social justice.

Statement of Ministry

The **Community Life Coordinator** (CLC) ministers to and with the thirty- three (33) SSND community members residing on the third and fourth floors of Laureate College. The CLC is employed by the Atlantic-Midwest Province to exercise leadership, community building, pastoral care, communication, and organization within the faith community at School Sisters of Notre Dame – Waterdown. The CLC collaborates with other personnel; specifically, Health Care, Life Enrichment Activation Department (LEAD), personal services and facility services. The (CLC) and AM Council Liaison have ultimate responsibility within the community.

For more information consult the following websites

www.atlanticmidwest.org

www.ssnd.org

www.gerhardinger.org

Position: Community Life Coordinator

Location: Laureate College, a private international non-denominational school located at 1921 Snake Road in Burlington, Ontario. The thirty-three (33) SSND sisters reside on two floors of the building, which has been home for the SSND community for nearly 100 years.

Terms: Full Time 37.5 hours per week (Some week-end work may be required from time to time)

Reports to: Provincial Council Liaison and Administrator/Director of Operations

Responsibilities:

- Is present to support sisters in the on-going process of integrating prayer, community life and mission on an individual and group basis.
- Is available to sisters on an individual basis to assist their day-to-day living
- Is present to sisters in palliative care and visits sisters in hospital
- Assures that Liturgy and prayer celebrations are planned well and facilitates

- the celebration of SSND traditions, feast days and other special times
- Plans and implements spiritual enrichment opportunities monthly and annually
- Assists in building community, encouraging sisters to share responsibility for the overall vitality of the community and finds opportunities for dialogue within the community
- Ensures information is shared with the sisters and plans for regular meetings of the community and small groups
- Assumes responsibility for established procedures upon the death of a sister
 - Assures that sisters are aware of SSND province, congregational and diocesan communications
- Maintains regular communication with the council liaison for SSND – Waterdown and AM council liaisons for individual sisters
- Communicates with sister's family and her provincial contact councillor in times of changes in health of a sister
- Maintains regular communication with Administrator/Director of Operations regarding services for the sisters i.e., Maintenance, Food Services, Housekeeping, etc.
- Maintains regular communication with the Coordinator of Healthcare
- Participates in drafting an annual budget for the sisters in community

Qualifications:

Ministerial Skills

- Ability to be a compassionate presence to the sisters
- Ability to read non-verbal signals of sisters
- Ability to provide a listening presence and spiritual support
- Ability to adapt to changing and challenging situations
- Strong interpersonal and communication skills to collaborate effectively with colleagues
- Good organizational and time management skills
- Ability to maintain confidentiality
- Basic computer and IT skills

Requirements

- Is grounded in a faith relationship with God, informed by Gospel values and is willing to become familiar with SSND mission, values, and culture
- Shows a willingness to learn and respect the values and way of life of the School Sisters of Notre Dame

Education

College/University Bachelor's degree, diploma or certificate in Religious Studies, Spirituality, or related field

Pastoral Care Certificate or course

Experience

Minimum of 2-3 years working experience in a related area

To Apply: Please send resume to Michael McDonald mmcdonald@amssnd.org