



## USA Midwest Province of the Society of Jesus

**Job Title:** Assistant to the Provincial for Justice, Ecology, and Reconciliation

**Reports To:** Provincial

**FLSA Status:** Exempt

**Summary:** We seek an individual who is passionate about all matters related to Justice, Ecology, and Reconciliation. We seek a person who will lead a robust commitment to Justice, Ecology, and Reconciliation in the context of the Catholic Church and Ignatian Spirituality.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Advise the Provincial and his staff concerning Justice, Ecology, and Reconciliation issues.
- Be a resource for sponsored works, Jesuit communities, and other Provincial Assistants with reference to Justice, Ecology and Reconciliation issues.
  - Help sponsored works and Jesuit communities audit themselves with reference to Justice, Ecology, and Reconciliation issues.
  - Help sponsored works and Jesuit communities develop plans and programs to address Justice, Ecology and Reconciliation issues.
  - Connect sponsored works and Jesuit communities with other organizations already working in the space of Justice, Ecology, and Reconciliation.
  - Communicate best practices across sponsored works and Jesuit Communities with reference to Justice, Ecology, and Reconciliation.
- Help other Provincial Assistants promote and evaluate how sponsored works are fulfilling the Ignatian mission with respect to Justice, Ecology, and Reconciliation.
- Lead the province office's Green Team.
- Participate in the Province Advisory Committees dealing with Justice, Ecology, and Reconciliation: UMI Province Justice and Ecology Committee; Racial Healing, Reconciliation, and Social Justice Committee; Socially Responsible Investing Committee; and JARS.
- Participate in the Jesuit Conference Commission on Social and International Ministries, the Committee on Investment Responsibility, and the Office of Justice and Ecology.
- Network with others doing Justice, Ecology, and Reconciliation work in the province and Jesuit Conference.
- Direct local advocacy efforts and participate in national advocacy efforts through the Jesuit Conference.

- Help people throughout the province make and speak the connection between Justice/Ecology/Reconciliation, our faith, and Ignatian Spirituality.
- Serve as Province liaison with Province sponsored works such as Pope Francis Center, Holy Rosary Mission, and St. Francis Mission.
- Serve as Province liaison with other Jesuit works such as Jesuit Volunteer Corps, Ignatian Volunteer Corps, Gesu Housing, and Ignatian Solidarity Network.
- Serve on boards as determined by the Provincial.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Education/Experience:**

Master's degree (M. A. / M. S.) or equivalent; and at least five years of related experience; or equivalent combination of education and experience.

**Other:**

A passion for matters relating to Justice, Ecology, and Reconciliation

**Knowledge, Skills, and Other Abilities:**

- Relationship skills
- Strong knowledge of Catholic Social Teaching
- Experience with indigenous communities
- Organizational management skills
- Written and verbal communication skills
- Ability to travel frequently

Submit Resume and Letter of Interest to:

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 Provincial Assistant for Operations  
 dmcnulty@jesuits.org