

Position: Associate Director
Responsible to: Executive Director
Location: Fully Remote in the United States or Braintree, MA



General Summary

Rostro de Cristo is a faith-based international service and immersion program dedicated to inspiring a lifelong commitment to a faith that works for justice through transformative, intercultural experiences living the Gospel of Christ in solidarity with marginalized communities. Over our thirty-year history over 4000 young adults and youth have participated in our one-year volunteer program and in our mission immersion program (retreat program). We value a shared experience of faith, serving locally led solutions to address inequality and disenfranchisement, mutuality, community, living simply, and hospitality. Please visit rostrodecristo.org to learn more.

Position Summary

The Associate Director of Rostro de Cristo, Inc. (RdC) serves as a key leader within the organization and works closely with the Executive Director to sustain and advance the mission of Rostro de Cristo. Strong candidates will be mission-focused, strategic, and process-minded leaders with experience working on and leading teams, overseeing programs, and inspiring young, talented individuals who are drawn to serve in a faith-based environment. Strong candidates will value collaboration, group discernment, and team accountability; and bring a desire to grow professionally.

Essential Duties and Responsibilities:

Program Direction and Management (80%)

- Cultivate the values of RdC within the organization.
- Volunteer Program: Direct and manage a team including the Ecuador Program Manager, Fellows, and other collaborators to run all aspects of the volunteer program which includes recruitment, screening, and placement of volunteers; orientation and on-going support and formation; program evaluation; second year discernment process, and re-entry support.
- Retreat Program: Direct EPM and RdC Fellows in the management of the retreat group program ensuring that program is guided by well-defined and attainable objectives, timely and effective communication with school partners, scheduling, training of volunteer leaders, evaluation.
- Fellowship Program: Work closely with Executive Director to bring direction and focus to the RdC Fellowship Program. Direct recruitment of Fellows and manage screening and selection.
- Alumni: Support alumni outreach and programming.
- Attend regular meetings of the RdC Board of Directors, provide reports on areas of work, and support the work of the Mission and Program Committee as needed.
- Work with Executive Director to discuss and set team priorities, facilitate RdC Team meetings; and collaborate with strategic visioning and planning.

External Relations, Communications and Advancement (15%)

- Collaborate with all aspects of RdC communications, including website, social media, and annual mailings.
- Direct and manage the annual volunteer fundraising campaign.

- Serve as external representative of RdC, making presentations on behalf of the organization as needed, including mission appeals and other advancement activities.
- Support the planning and coordination of major special events (alumni reunions, advancement activities, etc.) as needed.

Finance and Administration (5%)

- Develop, manage, and oversee programs budget.
- Support IT needs as able.
- Help manage cloud-based filing of organizational resources and record keeping.

Competencies and Experience Desired

- Experience in a full-time volunteer/mission program in a cross-cultural setting.
- Prior management and/or leadership responsibility.
- Significant experience in pastoral ministry, social justice education, and program development and implementation.
- Bachelor's degree required. Master's degree in Divinity, Theology, Education, Social Work, or related field is an advantage.
- Strong Spanish language skills - ability to understand written and oral communication, and converse with fluidity, writing skills desired.
- A demonstrated familiarity with and appreciation for the Gospels, the Catholic faith, and commitment to faith-informed justice.
- Demonstrated personal spiritual life. Comfortable leading a faith-based team in communal prayer.
- Demonstrated ability to interact effectively with diverse constituencies and promote an inclusive intercultural community for all RdC members and partners.
- Superior oral and written communication skills; public speaking comfort and experience.
- Proficiency in Microsoft Office 365, Outlook.
- Able to work remotely from home or on the road, and in multiple time zones (in the Americas).
- Able and willing to travel internationally and domestically several times a year.
- Outstanding time management and ability to juggle multiple projects simultaneously.
- Experience working with young adults.

Rostro de Cristo is committed to building a diverse and inclusive community. We welcome qualified applicants from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in interpersonal communication, program development, and pastoral practice.

The AD will work at a home office or another appropriate rent-free location, preferably in the United States, and/or in Braintree, MA at RdC's US office. RdC will provide a laptop and basic office supplies.

Physical Requirements: The employee must have the physical ability to sit and/or stand for extended periods of time and perform daily activities from standing/sitting for presentations to operating a computer and other office equipment; the ability to lift to 25lbs.; to negotiate uneven, dirt road surfaces, mud, puddles, etc.; and to tolerate a hot, humid climate without access to air conditioning. Rostro de Cristo requires that all employees, volunteers, and other participants be fully vaccinated against COVID-19. Massachusetts Criminal Background Check (CORI) and Protecting God's Children training required upon employment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Applicants should submit a cover letter and resume to Executive Director, Evan Cuthbert, at employment@rostrodecristo.org. The cover letter should highlight your most relevant experiences as well as your personal interest and motivation to work with Rostro de Cristo.

Interviews will begin in June and continue until the position is filled. The desired start date is August 15, 2022.