

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](http://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](mailto: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.**