



Overview

Saint Joseph Academy (SJA) is an academic faith community for young students in grades 7-12. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to join the Campus Ministry Team and fill the position of **Christian Service Coordinator**. This individual will work with the Campus Minister to provide students and all members of the Saint Joseph Academy community with tangible experiences of a lived Christian community which permeates all facets of school life.

Qualifications

- ❖ Must be an active and practicing Catholic in good standing with the teachings of the Catholic Church.
- ❖ Possess a bachelor's degree in theology (including 12 credit hours in education) and have experience working in youth, young adult and campus ministry settings.
- ❖ Valid Secondary Education Certificate preferred
- ❖ Have good listening skills, crisis intervention and referral skills, group processing and facilitation skills; organizational skills, including time management, delegation, planning, and budgeting.
- ❖ Have the ability to communicate effectively (oral and written) and work in a collaborative setting and possess sound computer skills in Microsoft Office, Excel, and PowerPoint

Saint Joseph Academy offers a competitive compensation package. Priority will be given to application materials received by June 10th. Position will remain open until filled.

For more information or to apply, send your résumé, letter of interest, and references to:

Melissa Valadez, Principal
101 Saint Joseph Dr.
Brownsville, TX 78520
mvaladez@sja.us

Christian Service Coordinator Specific Responsibilities:

1. Participates actively with a spiritual director at the expense of SJA.
2. Prepares prayer experiences for faculty and staff such as Marist Mondays, faculty retreats, special events, and school projects.
3. Oversees the Missions Program and all facets of its implementation.
4. Supervises the coordinator/s of and/or coordinates the Marist Youth Program.
5. Plans special events to foster and promote school spirit, a sense of community, and our Marist charism (family retreats, prayer services, etc.) and is responsible for the upkeep of the school chapel.
6. Serves on the New Student Orientation Team.
7. Works closely with the Religious Studies Department in evaluating programs and implementing all manner of religious activities.
8. Provides pastoral support when requested by any member of the school community and collaborates with school counseling and other departments regarding specific pastoral needs/concerns of students.
9. Serves on the school's vocation team and coordinates vocation week activities and presentations with the Religious Studies Department and the Vocations Coordinator/Director.
10. Coordinates and oversees the community service projects/outreach for individual and school groups (nursing home visits, tutoring, soup kitchen, etc.); trains students and faculty for this ministry.
11. Visits agencies to place student volunteers and documents service hours for student volunteers.
12. Organizes and disperses collections (food, clothing, money, etc.) during the school year to various agencies that serve the poor; coordinates SJA's response to emergency situations and relief efforts.
13. Participates in various retreats/conferences organized by the Marist Province when necessary (annual Sharing Our Mission gathering, the Diversity, Equity and Inclusion conference, etc.)
14. Collaborates with diocesan schools and the Office of Youth Ministry to provide faith formation activities on campus and in partner schools and parishes.
15. Works closely with the Directors of Communications and Alumni Affairs to create and share communications on Catholic identity and Marist charism.
16. Assists and supports the Campus Minister in his/her roles as needed.
17. Performs all other duties delegated by the Administration.