



Justice Peace and Integrity of Creation (JPIC) Coordinator

The Congregation of the Sisters of the Holy Names of Jesus and Mary (hereafter “SNJM”) is a Catholic religious institute founded in 1843. Our mission is to foster the full development of the person through education, social justice, contemplation and the arts. Our values and mission are always at the source of our actions, in collaboration with SNJM associates and lay partners.

In a dynamic and innovative change period, the SNJM Congregational Leadership Team (CLT) is seeking to hire a Justice Peace and Integrity of Creation (JPIC) Coordinator at its 12-person General Administration offices in Longueuil, QC.

Overview

The General Administration (GA) of the SNJM is seeking an experienced, fully-bilingual (French/English) justice advocate, with a wide range of competencies. The JPIC Coordinator is responsible to the CLT and works collaboratively with SNJM Justice Teams all around the Congregation. The ideal candidate will have experience working on issues of justice and bringing groups together to work collaboratively; the JPIC Coordinator will be responsible for advancing the SNJM Corporate Stands and other justice issues.

Primary responsibilities

Under the guidance of the CLT, with the oversight of the Executive Director of the GA of the SNJM, the JPIC Coordinator will:

- Support the justice initiatives and programs of the CLT, assuring the Congregation is engaged in issues related to our SNJM Corporate Stands and other justice concerns.
- In collaboration with the CLT, manage the work of the Congregational JPIC Committee including scheduling, preparing agendas, and facilitating JPIC meetings.
- Develop appropriate social media, newsletters, and communications related to JPIC activities across the Congregation. This includes proofreading texts, writing articles, creating headlines and photo captions for JPIC Newsletters and other JPIC communications, in collaboration with the Communications Department staff.
- Working with the SNJM Director of Collaboration, participate in and coordinate actions with, SNJM Sponsored Ministries and Schools (as appropriate), other Catholic Religious Congregations, other denominations and non-religious groups around social justice priorities of the Congregation.
- Prepare and manage the JPIC budget.
- Work jointly with regional JPIC committees throughout the Congregation.
- Collaborate in the organization of online and in-person events.
- In collaboration with other staff, ensure translation of documents into languages used by the Congregation. Assist in translation of documents as needed.
- Perform other assigned duties.

Skills & Qualifications

To represent our SNJM mission optimally, we are looking for a person of reflection and action, who is mission-oriented and who possesses the following skills:

- Strong French and English speaking and writing skills. Spanish-speaking and writing skills would be a plus.
- A wide range of professional experience working on justice issues. Experience with religious institutions and/or non-profit organizations would be a plus.
- Ability to create and to maintain effective working relationships with constituencies motivated by a broad range of justice interests.
- Displays adaptive leadership in responding to shifting priorities, emerging needs, and evolving justice contexts.
- Demonstrated intercultural sensitivity and skill in fostering inclusive communications across diverse cultural, linguistic, and generational contexts.
- Expertise in navigating relationships in a polarized political environment.
- Capacity to work in a collaborative team environment.
- Ability to effectively prioritize and implement a variety of concurrent activities.
- Skilled at working independently from general instructions.
- Strong track record in moving projects from inception to completion.
- Proficiency using Microsoft Office, and other software programs.

Conditions

Full Time Position 35 hours a week.

Salary range from \$65,000 to \$85,000 per year dependant on experience and qualifications.

Wide range of benefits: medical, dental, life, long-term disability, pension plan, personal days.

This is an on-site position in offices located in Old Longueuil. Some travel may be required to the United States or other countries where the Congregation is located. The successful candidate must be eligible to obtain and maintain a valid passport and any required travel documentation.

Apply via email, by sending resumé and letter of interest to: jobs@snjm.org. Applications will be reviewed until a successful candidate is chosen.