



ASSOCIATE DIRECTOR OF SPIRITUALITY PROGRAMS
POSITION DESCRIPTION

GENERAL DESCRIPTION: The Associate Director of Spirituality Programs will administer, coordinate, and promote the Certificate in Spiritual Formation and the Certificate in Spiritual Direction programs, as well as other spirituality-related events. This position reports to the Director of Lifelong Learning.

ESSENTIAL FUNCTIONS:

- Administer curriculum and courses of study for Christian Spiritual Formation (CSF).
- Administer Certificate in Spiritual Direction program (CSD) and its course of study.
- Identify, communicate, and coordinate logistics for CSF and CSD events, with Certificate Programs Coordinator.
- Ensure hospitality for program participants and leadership with Certificate Programs Coordinator.
- Lead/facilitate CSF and CSD courses and provide support for other facilitators.
- Serve as advisor for participants enrolled in CSF and CSD programs.
- Coordinate promotion of spirituality certificate programs and related events, in conjunction with other CLL programs and marketing/communication plans.
- Maintain constituency relationships for program leadership.
- Provide administrative oversight of certificate and spirituality programs in cooperation with CLL staff.

PREFERRED QUALIFICATIONS:

- Master of Divinity or equivalent
- Educational administration, programming, budgeting, strategic planning, program evaluation experience
- Advanced work in Christian Spirituality
- Certification in spiritual direction preferred
- Experience in worship leadership and planning

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent administrative, verbal, writing, and relational skills
- Ability to exercise independent judgment and assume substantial responsibility
- Ability to work within an institutional, theological setting
- Ability to network and work in a team environment
- Visionary leadership and pastoral sensitivities
- Computer literacy with knowledge of PC-based programs

CLASSIFICATION:

- Full-time
- Exempt

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to intermittent sitting, standing, stooping, crouching, walking, and some light lifting. Work is performed in an office environment with travel required.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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