



ST. IGNATIUS COLLEGE PREPARATORY

Immersion Coordinator & Community Service Coordinator

REPORTS TO: Assistant Principal for Mission

STATUS: EXEMPT, FULL TIME

SALARY RANGE: \$80,000 - \$120,000

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

With the Justice, Advocacy and Service Chair, the Immersion and Community Service coordinator implements SI's four-year service curriculum, developing advocacy formation and experiences both on and off-campus throughout the entire calendar year.

Immersion Coordinator Responsibilities (3/5 time):

- Coordinates Immersion Program comprised of local, domestic, and international community-based, educational experiences, designed to form high school students in a "faith that does justice." The coordinator will:
 - Coordinate itinerary development and trip logistics in partnership with host agency partners;
 - Facilitate a program of applicant evenings, pre-trip formation, and post-trip integration rooted in the four program values of community, faith, simple living, and social justice;
 - Recruit a diverse pool of student participants and adult leaders;

- Form and prepare adult leaders to serve as “teachers in the field”
- Evaluate current and future offerings;
- Maintain program budget;
- Ability to articulate the vision of a program that is rooted in a theology of accompaniment based on encounter (being with) beyond service (doing for).
- Must be available in the summer to lead an immersion and to be on call to field unexpected situations that arise. They may be asked to fulfill other duties as assigned.

Community Service Coordinator Responsibilities (2/5 time):

- Promotes a culture of community service and social justice in the school, through opportunities such as the annual all-school Social Justice Summit and Christmas Drive
- With the Chair, nurtures relationships with community partners
- Collaborates with Jesuits West Province, Jesuit Schools Network, Ignatian Solidarity Network and other partners
- In collaboration with Academic Departments, grows opportunities for service learning and praxis
- Co-moderates Arrupe Social Justice Council, meeting weekly to animate our student body around advocacy, charity and justice
- With the Chair, communicates direct service expectations and graduation requirements to students and parents
- Consults with student clubs to assist in the design and execution of school-wide service and charitable events and drives
- Collaborates with Campus Ministry by engaging in student-centered programming and the nurturing of servant leadership by directing at least one overnight retreat (Soph Retreat or Kairos)
- Assist with other duties as assigned

A SUCCESSFUL CANDIDATE IN THIS POSITION WILL BE ABLE TO DEMONSTRATE:

- Bachelor’s degree
- Experience working with adolescents and families in an educational setting
- Knowledge of the Catholic tradition and education
- A commitment to diversity, equity, inclusion, and belonging
- Proficiency with Microsoft Office and Google Workplace
- Demonstrated ability to develop, plan, market, coordinate and implement events
- Excellent verbal and written communication skills, including the public speaking, group facilitation and the ability to express oneself clearly with collaborators
- Ability to work effectively with staff at all levels, displaying a constructive attitude

- Cultural humility and a deep understanding of service learning and cross-cultural immersion
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to respond to time-sensitive issues and emergencies with creative solutions
- Ability to perform the job with respect to the personal safety of others and property
- Deep understanding of service learning and cross-cultural immersion
- Must be able to work occasional evenings and weekends, as needed, and have flexible work hours.

PREFERRED QUALIFICATIONS:

- Proficiency in Spanish language
- Master's degree or equivalent work experience
- Experience using Mobile Serve
- Demonstrated experience non-profit management, volunteer management, and charitable drive management, and organization of international travel for delegations
- Demonstrated passion for advocacy work and community organizing around social justice issues
- Experience working in Catholic or Jesuit education, including familiarity with Ignatian Spirituality
- Demonstrated desire to provide holistic pastoral care

PHYSICAL REQUIREMENTS:

- Physical requirements include the ability to lift up to 30 pounds, kneel, crouch, crawl, climb, walk, balance, etc. as well as visual acuity and hearing in order to perform the essential functions
- Ability to travel with minimal lodging conditions (e.g., camping, sleeping on floors, etc.)
- Ability to sit for extended periods of time
- Ability to become van certified/drive students with a valid CA driver's license
- Reasonable accommodation will be made to support individuals with disabilities to perform the essential functions and other duties

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to \$2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.

HOW TO APPLY:

Interested applicants should submit a resume and salary requirements (a must). We are committed to an equitable hiring process; therefore, in order to be considered, please remove your name, address, email address, telephone number and photographs from your resume. Please only include your initials on your resume prior to submission here: [Link to Application Form](#)

Pre-employment background screening is required for all positions. *St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.*