



## THE MARY SHINDLER BOYLE '67 CENTER

FOR WOMEN'S ENTREPRENEURSHIP, INNOVATION & LEADERSHIP

**POSITION TITLE:** Director: The Mary Shindler Boyle '67 Center for Women's Entrepreneurship, Innovation & Leadership

**REPORTS TO:** President and Principal

**FLSA:** Exempt Status

**JOB STATUS:** Regular, Full-time

**FTE:** 12-Months

**MISSION:** St. Mary's Academy (SMA), sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

**POSITION DESCRIPTION:** The Director of the Boyle Center is responsible for overseeing St. Mary's Academy entrepreneurial initiatives, collaborating with internal stakeholders, creating and fostering community connections, and mentoring the next generation of female entrepreneurs, innovators, and leaders grounded in the ethics and ethos of an SNJM Catholic school. The mission of the Boyle Center is to empower the women of SMA by giving them the tools to distinguish themselves from their peers.

This multi-faceted role requires someone with business knowledge, the ability to engage and support a student body of high school aged women, and experience fostering thought leadership. **This person will play a critical role in the strategic vision for SMA and education in the 21st century.**

### **Job Duties:**

#### **Entrepreneurship/Innovation/Leadership:**

- Foster and grow a diverse network of entrepreneurial individuals who provide high-value insights and opportunities for students.
- Create and facilitate events that are of interest to the SMA community and engage the Portland business community.
- Position self as a thought leader around entrepreneurship, innovation, and leadership.

#### **Program Development:**

- Create programming that meets the diverse needs of students, faculty, and staff.
- Strategize, build, and implement entrepreneurship/business courses and workshops that prepare students for changing career ecosystem.
- Develop co-curricular programs and activities housed in the Boyle Center.

**Student Development:**

- Key stakeholder in the educational experience of students pursuing wide-ranging interests and career pathways.
- Support the development of student-led businesses through sharing experiences, resources, and connections.

**Community Engagement:**

- Understand and connect with Portland and national business ecosystem.
- Create and manage an internal mentorship and internship program that partners SMA students with local leaders.

**Previous Experience:**

- Proven track record of entrepreneurial success and experience creating programming that shares these fundamentals with students.
- Experience teaching entrepreneurship and innovation courses and supporting student run businesses.
- Existing connections with people/organizations aligned with the mission and vision of the Boyle Center.
- Ability to use existing network to facilitate internships, mentorships, and other student needs.
- Extensive communication and public speaking experience; highly adept at building relationships and connections internally and externally.

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Physical Requirements:**

- Ability to sit and/or stand for extended periods of time.
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk, and effectively communicate at levels normal for someone performing work with the public, primarily in the office environment with the SMA community or off campus. Communication forms can include but are not limited to in-person verbal and non-verbal, written, email, telephone, and public speaking to medium-to-large groups.

**Salary:**

Salary is commensurate with qualifications and experience. A comprehensive benefits package is included.

**St. Mary's Academy is an equal-opportunity employer.** For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

To apply, please send a cover letter, resume, and three professional references to [Cristine.Wienecke@smapdx.org](mailto:Cristine.Wienecke@smapdx.org)

**ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.**