



Global Network and Cultural Exchange Coordinator

Position Description

Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 25 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Background

The motto of the Society of the Sacred Heart, the religious order of women who sponsor Academy of the Sacred Heart in New Orleans, is “*One Heart and One Mind in the Heart of Jesus.*” Through Open Hearts and Open Minds, we can embrace diverse global perspectives and better understand the people, cultures and faiths that we interact with now and in the future. We live in a diverse yet interconnected/interdependent world as reflected by the global nature of the Sacred Heart Network worldwide. Our mission is to prepare our students, faculty and staff to open their hearts and minds, working towards inclusion and belonging while actively seeking cultural competency.

Overview

The Global Network and Cultural Exchange Coordinator works closely with the Division Heads and other relevant administrators in matters pertaining to:

- Programming and direction for schoolwide *Open Hearts, Open Minds* inclusion and belonging efforts tied to the Sacred Heart *Goals & Criteria*.
- Building relationships and increasing awareness in the broader community of what Sacred Heart has to offer in order to recruit students of diverse races, ethnicities, and backgrounds.
- Short-term global travel including building partnerships with Sacred Heart schools around the world, trip development in coordination with a sister school, programming for delegations of students from sister schools travelling to the Rosary, research, materials, risk management, and communication between students, parents, faculty and administration.
- Global curriculum and cultural competencies development aligned with the Sacred Heart Goals & Criteria.

Key Accountabilities

- Maintain congruency between Sacred Heart Goals & Criteria and the philosophy of Catholic education with all Open Hearts-Open Minds, global, and cultural exchange programming.
- Collaborate with the Directors of Admission in recruiting a diverse student body.
- Work with Middle and Upper School Division Heads to provide training for faculty and staff to create culturally responsive and inclusive classrooms.
- Support the school in providing access to local and national programs and conferences to students of appropriate age groups focused on Goal III of the Sacred Heart Goals & Criteria, such as World Affairs Council programming, NAIS's Student Diversity Leadership Conference (SDLC), etc.
- Initiate, manage, and cultivate Sacred Heart sister-school relationships and NGO partnerships through regular communication and collaboration with partners.
- Implement best practices in international sister-school delegation travel for Upper School students, including faculty training, budgets, program approvals, risk management, paperwork, required

authorizations, etc.

- Make recommendations to the appropriate administrators regarding chaperoning, delegation travel schedule, and sister-school hosting schedule.
- Stay aware and informed of US Department of State policies, travel alerts, travel warning, and recommended actions with regard to international travel.
- Engage in effective communication with parents as required in matters relating to student travel and family hosting of international student guests, providing timely and appropriate response to all parent inquiries.
- Collaborate with administrators, counselors, and the business office with regard to students applying to travel and/or host.
- Liaison with Sacred Heart's communications department to keep website and other communications up to date.
- Work with senior and division-level leadership on curriculum development in the areas of multicultural understanding and education in global issues.
- Works individually and/or in groups with faculty to integrate global competencies and/or perspectives into the curriculum aligned with the Sacred Heart Goals & Criteria.

Experience/Skills and Abilities

- Familiarity with independent, Catholic, Sacred Heart school culture
- Experience as both a classroom teacher and in curriculum design
- Excellent organizational skills with the ability to prioritize a variety and multitude of tasks
- Strong work ethic, communication skills, and high level of professionalism, discretion, and integrity
- Able and willing to work a full-time schedule, including occasional evenings and weekends
- Technologically competent
- Experience with international travel and leading trips of students
- Knowledge of current global contexts

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers.

Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

Academy of the Sacred Heart is an equal opportunity employer. The goal of Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.