

ICA Cristo Rey Academy (ICA) is a Dominican Catholic college preparatory school that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience, and the support of our spiritual community, we prepare students for lives of faith, purpose, and service.

### **Job Details:**

Title: Campus Minister

Reports to: Director of Mission and Brand Integration

Location: San Francisco

Position Type: Full-time, Exempt, 10.5 month

Salary Range: \$80,000 - \$90,000

### **The Mission of Campus Ministry:**

Campus Ministry is the heartbeat of faith and spirituality for the ICA Cristo Rey community. Our programs enliven and animate the Catholic and Dominican identity of our school for students, faculty, staff, and families. We seek to nurture the spiritual lives of our students—supporting and enriching them to live lives filled with faith, hope, and love in service to others.

Through Masses, daily prayer, retreats, and formational activities, we invite every student to seek God's presence in all things. Our community reflects Jesus' care for all people, living in solidarity with our foundress, Mother Maria Pia Backes, and her mission for the young, the poor, and the vulnerable.

### **Position Summary:**

The Campus Minister supports the spiritual formation of the student body by integrating faith, culture, and life. Inspired by Gospel values and the Dominican pursuit of *Veritas*, the Campus Minister helps students think critically and ethically about the world to promote the Kingdom of God. The ultimate goal is the formation of young women of prayer, study, community, and service.

### **Responsibilities:**

*Primary duties consist of but are not limited to the following:*

#### *Liturgical & Spiritual Life*

- Coordinate all school and family Masses in collaboration with the staff, faculty, and school leadership with the goal of optimizing student engagement and ensuring liturgies are culturally inclusive and reflective of our diverse community.
- Organize training for liturgical ministers, student preachers, Eucharist ministers, lectors, altar servers and all other students involved with liturgical celebrations.
- Coordinate all guest liturgical ministers, including priests, music ministers, and cantors.
- Design and oversee opportunities for students and staff to interweave inclusive prayer experiences and spiritual practices into the daily life of the school.

- Support adult faith formation by assisting in the design of retreats and liturgies for faculty and staff.
- Plan all special prayer services throughout the school year, including prayer services and/or spiritual activities for the Advent and Lenten seasons.
- Plan and organize activities for Catholic Schools Week, Dominican Sisters of Mission San Jose (DSMSJ) Week, and Founder's Day.
- Work with the Director of Mission and Brand Integration to provide faith resources and spiritual reflections for monthly Campus Ministry Newsletter.

#### *Retreats & Service*

- Implement and oversee a comprehensive four-year student retreat program.
- Nurture and empower students by infusing Gospel values and Catholic Social Teachings—including justice, peace, human dignity, and the integrity of creation—into all aspects of campus ministry and service work.
- Design meaningful community service events that help students connect their service work to their faith. Work with the school leadership to develop a service learning program.
- Promote and participate in the Dominican Preaching Conference, the DSMSJ Veritas Retreat, and other summer ministry programs.

#### *Leadership and Collaboration*

- Foster a relationship with our school sponsors, the Dominican Sisters of Mission San Jose, while cultivating the Dominican charism within all student life.
- Identify, form, and train student ministers through the Service and Liturgical Team (SALT) and the Living In the Faith Experience (LIFE) Team.
- Collaborate with the Religious Studies department to integrate classroom spirituality with campus-wide ministry events.
- Conduct annual evaluations of ministry programs to ensure they meet the needs of our diverse community.
- Collaborate with the Director of Mission and Brand Integration to manage the Mission and Ministry Committee and align school goals with Campus Ministry.

#### *Instructional Duties*

- Participate in admissions and enrollment events, HR-related training, and other duties as assigned by the President/Principal to advance the ICA mission and vision.
- Coordinate with Corporate Work Study and the Academic team to plan, design, and implement religious studies curriculum into new student orientation and the 9th grade Institute programming.
- Provide instruction for the 9th grade Intro to Religion course for the first month of the school year.
- Serve on Grade Level Teams, Student Life Committee, and attend Student of Concern meetings to provide holistic student support.

### **Standards:**

*ICA's ambitious mission necessitates high expectations of its faculty, both in their individual and community presence, thus ICA seeks and expects the following:*

- Authentic resonance with ICA's mission as a Catholic school for students of all faiths,

including a commitment to girls' education and the Dominican pillars of Community, Study, Service, and Prayer

- Intentional and constructive contributions to the ICA team, recognizing the unique value, perspectives, strengths, and challenges of every member of the community
- A growth mindset and high levels of self/social awareness, self-management, empathy, and curiosity
- Positive collaboration skills, including integrity, humility, and the ability to build/maintain authentic and trusting relationships
- Exceptional ability to articulate thoughts and express ideas effectively using oral, written, visual, and nonverbal communication skills, as well as deep listening skills to gain understanding
- Professional practices of attention to detail, punctuality, efficiency, and organization

### **Qualifications:**

*Successful applicants will demonstrate a commitment to ongoing professional growth. In addition, they will meet or exceed the following requirements:*

- Practicing Catholic with a Bachelor's degree in Theology or a related field (Master's degree preferred), or demonstrated training and leadership expertise in ministry
- Master's degree in Theology, Pastoral Ministry, or Divinity highly valued
- Proven experience working with youth in the classroom, ministry, community service and/or student life
- Strong writing, editing, and communication skills
- Demonstrated experience in the independent school arena preferred, but not required
- Able to work collaboratively with other departments
- Proficiency in written and spoken Spanish is a plus

ICA Cristo Rey encourages applicants of all backgrounds and provides equal employment opportunities to applicants of any race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the described essential functions.

### **Apply Now**

To apply, submit the following to the Director of Mission and Brand Integration, Ria Aquino at [raquino@icacademy.org](mailto:raquino@icacademy.org):

- **Resume**
- **Cover letter** highlighting your interest in and readiness for this position
- **Introduction Video:** A brief (2-minute) video introducing yourself and explaining how your experience aligns with our work at ICA Cristo Rey. Self-recorded smartphone videos are encouraged!