

**TITLE:** Director, JPIC  
**REPORTS TO:** Councilor  
**FLSA CLASSIFICATION:** Full time, Exempt

**SUMMARY:** It is the primary responsibility of the Director, JPIC to create, inspire, promote, and invigorate the Congregation's activities in the work of instilling justice, peace and the integrity of all creation. The Director serves as justice liaison with the General Council and, in accordance with the Congregational mission, leads and directs all activities of the SSJ Office for Justice, Peace, and Integrity of Creation.

**RESPONSIBILITIES:**

- Commits to the mission and vision of the Sisters of Saint Joseph
- Assists the General Council as requested in integrating justice in all aspects of congregational life and planning
- Passionately communicates current and relevant information on justice issues and animates Congregational participation
- Represents the Congregation's stance in local and national coalitions when and wherever appropriate and possible
- Provides relevant and current resource materials as requested
- Participates in CSJ Federation, Network, and LCWR initiatives
- Networks and collaborates with other organizations and congregations so as to Identify and evaluate new areas of potential SSJ JPIC involvement
- Collaborates effectively with those persons and groups who develop Congregational directives and practices in order to instill a justice perspective in all communications
- Personally assumes a dynamic role in socially responsible investment through shareholder activism
- Convenes and facilitates JPIC team meetings to assess current activities and plan future strategic initiatives
- Prepares, monitors, and manages the budget for the JPIC office/activities

**EDUCATION/EXPERIENCE:**

- BA or BS in relevant field
- Minimum 3 years working in support of peace, justice or environmental concerns
- Excellent communication skills, both oral and written
- Proficiency with email, Microsoft Word, PowerPoint, Excel, Publisher, Internet, Website input

**QUALIFICATIONS:**

- Proven demonstrated passion for justice and understanding of the relationship between justice and charity.
- Is familiar with the biblical, ecclesial, and congregational perspectives on justice
- Demonstrates collaboration, facilitation and group process skills
- Possesses ability to establish and maintain good working relationships
- Proven administrative, organizational and time management skills; self-starter
- Strong commitment to and demonstrated passion for social and environmental justice

**Qualified interested candidates should email cover letter and detailed resume to Human Resources at [pharrington@ssjphila.org](mailto:pharrington@ssjphila.org).**