



Coordinator of Justice, Peace  
and Care of Our Common Home  
for the Sisters of Charity- Halifax

**JOB TITLE:** Coordinator of Justice, Peace and Care of Our Common Home

**DEPARTMENT:** Sisters of Charity Global Concerns

**SUPERVISOR:** Sister Of Charity Congregational Leadership Liaison

Sisters of Charity-Halifax is an international Congregation with Sisters and Associates in Canada, the US, Peru and Bermuda. Works of justice are integral to the Charity spirit which finds roots in the gospel, the lives of our founders (Vincent de Paul, Louise de Marillac and Elizabeth Ann Seton), Catholic social teaching and the Earth Charter.

This is a new position. The office may be based in New York, Boston or Halifax, where there are larger numbers of our Sisters. Location will be mutually agreed upon by the successful candidate and the Congregational Leadership Team.

### **GENERAL JOB DESCRIPTION**

The Coordinator seeks to promote the mission of the Sisters of Charity through education, advocacy and action on issues of justice according to the circumstances of our time.

As a passionate advocate for systemic change, s/he will work closely with the Congregation's Global Concerns Resource Team, collaborate with the Vincentian Family, and build coalitions with other justice, peace and ecological organizations to address systemic change.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Works with Global Concerns Resource Team to determine best practices for engagement through education, advocacy and action
- Moves throughout the Congregation to explore how Sisters and Associates are engaged as agents of justice and how they may be supported in their efforts
- Works with the Sisters of Charity Federation UN representative, Vincentian Family members, and coalitions of religious congregations (especially CRC and LCWR) to make our collective voice heard
- Alerts our Sisters to opportunities for signing on to initiatives to move the justice agenda

forward

- Represents the Congregation or designates an alternate to attend local, regional or national conferences and gatherings related to appropriate issues
- Works with the Congregation's Communications Office to ensure consistent, coordinated and timely messaging for external audiences on priority issues.
- Uses a variety of communications tools to promote education, awareness of prominent issues and actions being taken on them (for example, websites, social media, Catholic and public media, publications and advertising)
- Serves as a resource person on issues related to justice, peace and care of our common home for the Congregation and for others, including public media and community organizations
- Provides regular updates and evaluation of the initiatives undertaken to the Congregational Leadership Team and to the full membership periodically
- Maintains a relationship with representatives at ICCR and SHARE, organizations in the US and Canada that use investments to shape public policy
- Prepares and monitors an annual budget

## ESSENTIAL SKILLS

- Demonstrated commitment to collaboration within the Congregation and externally
- Demonstrated ability to engage and motivate Sisters and Associates to prophetic action and witness
- Demonstrated skills in developing educational tools and opportunities that will lead to
  - a deeper understanding of the root causes of injustice
  - a greater sense of an evolving global consciousness and interconnectedness
  - actions that will help bring about justice, peace and care of our common home
- Strong interpersonal and networking skills; contacts with other organizations involved in justice, peace and care of our common home
- Superior communications skills; demonstrated knowledge of communications technologies and social media is essential

## QUALIFICATIONS FOR THE POSITION

### *Education:*

Master's degree in a related field or comparable experience

### *Experience:*

Several years of demonstrated commitment to justice, peace and care of our common home

*Other:*

- Sensitivity to, and willingness to learn about, the mission of the Sisters of Charity
- Ability to travel, flexibility in scheduling
- Working knowledge of other languages and cultures would be helpful

References and a background check will be required from short-listed candidates

Tentative start date April 1, 2016

Please send cover letter and resume **BY EMAIL** to the Search Committee Assistant- Cathy Ward. no later than January 30, 2016 at [cward@schalifax.ca](mailto:cward@schalifax.ca) Include these words in Subject Line- Justice, Peace and Care of Our Common Home

Cathy Ward  
Search Committee Assistant  
Sisters of Charity Centre  
Halifax, Nova Scotia  
Canada B3M 0C9

