

## **LEADERSHIP CONFERENCE OF WOMEN RELIGIOUS PROGRAM DIRECTOR**

**FLSA STATUS: Exempt**

### **GENERAL JOB DESCRIPTION**

The Leadership Conference of Women Religious is seeking an Associate Director for Program Development. The person in this position is responsible for guiding and overseeing all LCWR Programs, including the launching and directing of a new program of online/onsite learning for LCWR members. The Program Director is directly accountable to the Executive Director of LCWR.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Program Implementation and Infrastructure**

- Plan all programs in collaboration with LCWR Directors and appropriate LCWR committees
- Coordinate and implement all programs
- Contact program sites and coordinate onsite programs
- Work with the communications director in promoting and advertising programs
- Coordinate necessary equipment procurement and maintenance
- Provide evaluation of each program
- Communicate information regarding programs to appropriate parties
- Meet regularly with Executive Director for updates on programs

#### **2. Personnel**

- Contact all program speakers and resource persons
- Negotiate honoraria and arrange for payment for services and job related expenses
- Communicate philosophy of LCWR to presenters as well as expectations regarding their service
- Communicate evaluation of services with speakers and resource personnel

#### **3. Administration**

- Administer LCWR programs, including all preparation, implementation, and follow-up
- Prepare and maintain annual budget related to programs and program development
- Maintain program expenditures within the parameters of the annual budget
- Assist in long range planning for the organization
- Interface with and cultivate collaborative relationships with professional partners
- Apprise Executive Director on a regular basis of programs and project status
- Prepare updates on programs for LCWR's monthly newsletter
- Provide public presentations related to programs as needed
- Assume duties as needed within the LCWR office

## **PREFERRED QULAIFICATIONS**

- Masters of Arts in Education or related field, with specialization in Adult Education
- Former member of LCWR
- Familiarity with on-site learning
- Competency in mentoring leaders
- Ability to handle many projects simultaneously
- Strong interpersonal skills
- Strong administrative skills
- Commitment to religious life and its future
- Knowledge of contemporary Catholic Church and religious life

## **WORKING REQUIREMENTS**

- Full-time position
- Ordinary on-site office hours: 9:00 AM-5:00PM
- Evening and weekend hours as needed
- Travel required

## **ACCOUNTABILITY**

- Accountable to the Executive Director

### **TO APPLY FOR THIS POSITION**

**Send a letter of application, resume, and three letters of recommendation,  
(one from a recent employer, one from a religious provincial/major superior, if a vowed religious)  
by June 11 to:**

**Janet Mock, CSJ  
8808 Cameron Street  
Silver Spring, MD 20910**

**Or email: [jmock@lcwr.org](mailto:jmock@lcwr.org)**

**Starting date: August 1, 2012**

