

**ASSISI HEIGHTS  
POSITION DESCRIPTION**

**DEPARTMENT:** Administration

**POSITION:** Cojourner Candidate Liaison

**GENERAL SUMMARY**

The Cojourner Candidate Liaison serves as a team member with the Cojourner Coordinator for the ongoing development of Candidates and fosters relationships between Cojourners and Sisters in the Franciscan way of life. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Confidentiality is expected at all times with issues relating to candidates, Sisters, Cojourners, guests, and fellow employees.

**ESSENTIAL FUNCTIONS**

- Promotes the spiritual, theological, Franciscan and scriptural foundation for the candidates preparing to become Cojourners.
- Handles all communication with inquiring persons and sets up interviews.
- Refers persons seeking the vowed life to the Congregational Minister.
- Oversees and evaluates the materials given to inquiring persons.
- Identifies Companions for candidates; provides them orientation for the use of materials and expectations for the process.
- Provides direction for Sister/Cojourner persons companioning candidates.
- Utilizes new technologies to facilitate ongoing education and dialogue.
- Chairs the Cojourner Orientation Support Team (COST).
- Coordinates the planning for the Cojourner Covenant ceremony in conjunction with the candidates.
- Contributes to the *Cojourner Connections*.
- Organizes an annual picnic for candidates and their companions.
- Pays attention to the integration of the candidates with the congregation.
- Serves as a team member with the Cojourner Coordinator.

**OTHER FUNCTIONS**

- Participates in appropriate meetings, committees, and organizations: e.g. Franciscan Federation and Midwest Kindred Spirits.
- Other duties as assigned by Associate Minister of Leadership.

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

**QUALIFICATIONS**

- Associates or Bachelor's degree in Pastoral Ministry or related field or equivalent experience.
- Membership and participation in professional association such as the North American Conference of Associates and Religious (NACAR).

*(Qualifications continued)*

- Knowledge of Franciscan values and spirituality.
- Knowledge of computers and peripherals.
- Knowledge of word processing and data base management software.
- Ability to communicate to various groups with excellent oral and written skills.
- Ability to write a newsletter.
- Ability to handle conflict.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently and as a team player.
- Ability to maintain confidentiality.

### **WORKING CONDITIONS**

- Work requires a large extent of verbal communication.
- Standing, sitting, walking, bending, stooping, stretching, reaching, grabbing, pushing, lifting, carrying, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Extended periods of sitting required on a daily basis.
- Work requires use of computer keyboard and mouse.
- Occasional travel may be required.
- Generally 20 hours per week, requiring flexible work schedule as needed.

**ACCOUNTABILITY:** Reports to an Associate Minister of Leadership

**POSITION LEVEL:** N-6

**FLSA:** Non-Exempt

**DATE PREPARED:** January 2022

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Director or: \_\_\_\_\_ Date: \_\_\_\_\_

Congregational Leadership