

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Administration

POSITION: Cojourner Coordinator

GENERAL SUMMARY

The Cojourner Coordinator position is responsible for fostering relationships between Cojourners and Sisters in the Franciscan way of life and for coordinating and implementing ongoing education and growth for Candidates and Cojourners. 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 program offerings of the Sisters for spiritual, theological, Franciscan and scriptural foundation for the Cojourners.
- Participates as the chair of the Cojourner Advisory Council.
- Oversees planning for Cojourner Gatherings.
- Facilitates the development of programs for spiritual enrichment for Cojourners in collaboration with the Assisi Heights Spirituality Center.
- Utilizes new technologies to facilitate ongoing education and dialogue.
- Facilitates the renewal, life commitment or transitions out of Cojourners' relationship.
- Works creatively with Cojourners to explore the shape of the future of the Cojourner program.
- Prepares and monitors the annual budget for the Cojourner Office and prepares necessary reports for the Treasurer in collaboration with the Cojourner Candidate liaison.
- Updates and administers the Cojourner guidelines, baseline data sheets and archival materials in keeping with congregational philosophy and practices.
- Serves as editor of the *Cojourner Connections*.
- Facilitates and fosters relationships between Cojourners and Sisters; Assists with the integration of the Sisters and Cojourners into Franciscan life, including Franciscan Life Groups.
- Develops records of talents of Cojourners and uses them to request volunteers to participate using their unique talents.
- Serves as a team member with Cojourner Candidate liaison.

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:

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|------------------------|---------------------|-----------------------------------|
| 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).
- Must be a Cojourner.
- 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