



Job Description

Job Title: Philadelphia Program Director

Time: Full-time, 40 hours per week

Benefits: medical, vision, and dental insurance, retirement fund, paid time off, and various other benefits specific to Christ in the City

Reports to: Managing Director

Supervises: Philadelphia Missionaries & House Facilitators

Summary:

The Philadelphia Program Director directs the daily activities and ministry of the missionaries and oversees their performance. Along with the Executive Director, Director of Formation, and the Managing Director, the Program Director shares the responsibility to preserve the mission and spirit of Christ in the City in all of its programs and services.

Working as a team with the Head Formator, the Program Director is responsible for organizing all missionary events, including retreats, pilgrimages, and outings within and outside of Philadelphia. All matters involving missionaries working under the staff are supervised by the Program Director.

The Program Director must maintain a culture of hospitality and engagement both internally and externally. This includes training missionaries in maintaining a welcoming, clean, safe, and overall well-run household.

Essential Duties and Responsibilities:

- Assist in creating and managing Philadelphia's program budget with the Managing Director.
- Assist the Head Formator with scheduling and communications with the missionaries.
- Organize outings, community events, and trips for the missionaries

Year of Service Program

- With the Managing Director, organize and oversee the missionary program.

- Oversee missionaries' performance in their internships.
- Lead at least three internship teams.
- Responsible for all communications to the missionary community.
- Communicate periodically with the formators about the well-being of the missionaries.
- Is responsible for the Philadelphia missionaries' fundraising training and final results.
- Oversee the application process for the upcoming year.

Summer of Service and Mission Trip Programs

- Plan and direct Philadelphia programs.
- Manage missionaries leading these programs.

House Responsibilities

- Is responsible for ensuring the guidelines of missionary life are followed
- Manage and oversee guest and time off approvals
- Oversee the welcome of guests
- Oversee and manage cooking and cleaning
- Maintain inventory of food and house supplies
- Oversee missionary house assignments
- Oversee maintenance of the house and vehicles
- Communicates with the property landlord, as needed.

Management

- Meet periodically with staff under supervision to give direction, feedback, and keep track of goals.
- Coordinate with the Managing Director to evaluate employees, missionaries, and organizational performance.
- Empower missionaries to take responsibility for their jobs and goals.

Networking

- Connect with the alumni in Philadelphia regularly
- Creatively share Christ in the City's mission with those who reach out to us.
- Network in Philadelphia to continue growth and reach of Christ in the City, including development relationships with the Development Director.

Other Responsibilities

- Helps in planning events (Encounter Fundraiser coordination, other networking events), making sure our guests are being welcomed and well served.
- At Christ in the City, we work as a family, and at times, other areas of the program may need extra assistance. The Program Director will need to be available to help out wherever is needed at any given time.
- Maintain Christ in the City's official relationships with the Archdiocese of Philadelphia and other organizations.
- Represent the Philadelphia staff perspective to Christ in the City leadership.

Skills Required:

- Excellent communication skills, especially with young adults.
- Leadership
- Servant leadership style that supports missionaries and staff, helps where it is needed (i.e., cleaning, cooking, other tasks), etc.
- Problem resolution
- Decision-making skills
- Welcoming and proactive personality
- Able to delegate
- Able to manage many tasks at one time
- Emotional maturity
- Is familiarized with community life (ie, Consecrated life, former CIC missionary, or similar program)
- Ability to create a climate of collaboration, openness, friendship, and familiarity.
- Ability to create a faithful and devout environment.
- Ability to effectively present information and respond to questions from staff, donors, volunteers, and the general public.
- Accessible to formators, staff, and missionaries.
- Christian leadership, with charity and joy.
- Have a true desire to serve the poor and people in need.
- Ability to interact effectively as a team member.
- Ability for humble recognition of shortcomings, failures, and mistakes.
- Able to organize large groups of people
- Trustworthy and can keep confidential information
- Able to empathize with missionaries and staff
- Creative
- Organized
- Active listener
- Proficiency in modern office productivity tools (e.g., Microsoft, Excel, scheduling programs)

Christ in the City seeks applicants who demonstrate a deep knowledge and love for the social and moral teachings of the Catholic Church and manifest those qualities by both their ability to articulate those teachings clearly and by living their lives faithfully and fully in line with the Magisterium of the Catholic Church and its doctrines, morals, and official teachings.

To apply for this position, please:

- 1) Email your resume and a cover letter to jobs@christinthecity.org
- 2) In the body of the e-mail, share how you heard about this position