



Fontbonne Ministries

SISTERS OF ST. JOSEPH, TORONTO

**PROGRAM DIRECTOR: MUSTARD SEED / IN GOOD COMPANY
FULL-TIME POSITION**

PURPOSE:

To manage the operations and administration of Mustard Seed and In Good Company in accordance with the mission and values of Fontbonne Ministries, Sisters of St. Joseph, Toronto and to support the Ministry Directors in their work.

ROLE / RESPONSIBILITIES:

- In collaboration with the Ministry Directors and staff, manage the day-to-day operations, including staffing, volunteer coverage, record-keeping, accommodation of visiting groups and space allocation
- Supervise staff and volunteers and assist with training, scheduling and support
- Implement policies and guidelines specific to the Ministries
- Coordinate the collection of data and statistics for reporting purposes
- With the Administrator and in consultation with the Ministry Directors, identify staffing and volunteer needs
- Represent Fontbonne Ministries, Mustard Seed and In Good Company at local community meetings
- Explore and develop resources and opportunities for collaboration with local community groups and referral agencies
- Work with the Administrator and Ministry Directors for planning and implementation of long-term goals and directions
- Be a supportive member of the team for the Ministries
- Other duties as assigned

QUALIFICATIONS/REQUIREMENTS:

- Graduate degree in social work or theology, or equivalent
- Comfortable working in a faith-based non-profit environment committed to social ministry
- Demonstrated leadership and interpersonal skills, teamwork orientation, ability to motivate a wide range of people, sensitive to issues of diversity
- Demonstrated ability to initiate and manage projects; strong organizational and administrative skills; ability to work independently and as a team member with all levels of staff and volunteers
- Excellent oral and written communication skills
- Ability to work well under pressure and meet deadlines
- Willing to work flexible hours, including some evenings and weekends
- Experience with Microsoft products

REPORTING TO: Administrator, Fontbonne Ministries, Sisters of St. Joseph, Toronto

APPLICATION DUE: February 29, 2012

APPLICATION TO: ckilgour@csj-to.ca or fax to 416-429-6414, attn. Leanne Kloppenborg