



## **JOB DESCRIPTION**

**Job Title:** Assistant to Congregation Justice Coordinator

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### ***MISSION STATEMENT***

*As partners in ministry, we commit to further  
the mission of the Sisters of the Holy Cross.  
We strive for excellence in all we do  
while using our resources wisely.  
We are called to live and minister in right  
relationships as we witness to gospel values  
and build just and caring communities.*

### ***CORE VALUES***

**Respect:**

Recognizes the dignity, value and uniqueness  
of each person as created and loved by God.

**Hospitality:**

Welcomes strangers, guests and partners in  
ministry with kindness and consideration.

**Compassion:**

Compels us to stand with and embrace others  
in their suffering, that together we may  
experience God's liberating and healing presence.

**Service:**

Works with and for others by sharing our gifts and  
talents to accomplish the mission.

### **Main Function:**

Provides technical, administrative, and collaborative support to the Congregation Justice Coordinator and the Congregation Justice Committee.

Collaborates with the Congregation Justice Coordinator and the Communications Department to create and post justice-related materials across various platforms, including website, social media, and print and electronic publications.

### **ESSENTIAL FUNCTIONS**

#### **Justice Responsibilities**

1. Collaborates with the Congregation Justice Coordinator in assisting the Congregation to live out and respond to issues related to Congregation Corporate Stands and Family of Holy Cross Statements.

2. Collaborates with Congregation Justice Coordinator and Communications Department to prepare and coordinate justice related social media content.
3. Researches, recommends, and prepares action alerts using multichannel communications such as e-mail and web-based applications.
4. Helps plan and prepare for the Congregation Justice Committee's annual meeting, disperses funds to CJC members for travel expenses and area justice projects, helps format members' contributions for the VIVAT International Annual Report.
5. Coordinates justice-related events, web conference meetings and special projects in collaboration with Congregation Justice Coordinator.
6. Does research and analysis on justice issues as requested.
7. Manages the Justice Resource Library
  - Orders resource materials, as directed.
  - Maintains an electronic database of resources.
  - Responds to requests for resource materials.

### **Administrative Responsibilities**

1. Assumes responsibility for effective and efficient office operations of the Congregation Justice Office.
2. Processes travel expenses and check requests.
3. Maintains General Leadership Team Donations account.
  - Processes check requests.
  - Corresponds with groups that receive funding.
  - Maintains files.
4. Oversees department files, maintains a "tickler file" of annual and occasional activities and responsibilities of the Congregation Justice Office.
5. Orders and maintains inventory of supplies.
6. Renews memberships and subscriptions.
7. Develops and carries out projects as assigned.
8. Maintains confidentiality and privacy in all matters concerning the Justice office.
9. Complies with work rules, regulations, and instructions; follows established systems and procedures; completes assignments with minimal supervision.

## **MINIMUM QUALIFICATIONS**

### **Education**

Associates degree or equivalent combination of education and experience with competence in social justice issues and Catholic Social Teaching. Bachelor's degree preferred. A demonstrated ability to research and do social analysis and write in a professional manner articles for publication that conform to a prescribed style and format.

### **Experience**

Minimum of two (2) years working with social justice issues and at least one (1) year of administrative experience supporting executive level management is required.

### **Responsibility**

Normally is given scope of task to be completed and allowed to take necessary steps to achieve desired results upon supervisory approval. Failure to follow proper procedures could result in financial loss and/or reflect negatively on the Congregation.

### **Problem-Solving**

Problems require some analysis of complicated data. Solutions may be attained by examining examples of past occurrences or similar situations in the same or other departments. Work that is standardized requires the ability to follow standardized procedures. Work that has no precedent requires creativity in developing new standards.

### **Personal Interaction**

Work requires giving/getting information while maintaining a cooperative and harmonious atmosphere. Requires communication with those within and outside the organization.

### **Equipment Utilization**

Work requires practical knowledge of sophisticated office equipment including computer, scanner, fax, and copier. Excellent web search skills are required. Must be familiar with the following software programs: MS Word, PowerPoint, Excel, Outlook, and Zoom. Must have the capacity to learn new programs as necessary.

### **Hazards or Fatigue**

Ordinary care and caution must be exercised while performing work activities. Occasional muscle fatigue, eyestrain, backache and headache may be present after prolonged activity.

### **Planning and Organizing**

Works both on a day-to-day plan and a long-term project plan. Schedules routine tasks, taking into account any accumulated backlog. Anticipates daily workflow. Rearranges schedule for rush assignments or emergencies.

### **Directing and Instructing**

Not required.

### **Budgeting**

Ability to prepare, analyze variances, and interpret financial budget information and make recommendations to supervisors on expenditures.

### **Scope of Supervision**

Not required.

**Other Acknowledgements:**

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee’s Name