



**SAINT
IGNATIUS**

Cleveland · Jesuit · 1886

Position Profile: Assistant Director, Spirituality Program for Adults

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced Ignatian spiritual director to serve as the Assistant Director of the Spirituality Program for Adults (SPA). This part-time, 10-month position working less than 30 hours per week throughout the school year, reports to and takes direction from the SPA Director and assists in coordination, facilitation, staffing, hospitality and presentation of SPA programs. Additionally, the Assistant Director will aid in developing formation programming for staff and teachers as well as supervising and mentoring spiritual directors and facilitators. The ideal candidate will be an experienced spiritual director, open to growing in knowledge and experience with the Spiritual Exercises and available and eager to participate in outreach as a means of invitation to the greater community, collaborating and networking with ministries of the Ignatian Spirituality Collaborative of Northeast Ohio.

Primary Areas of Responsibility:

- Organizing and presenting SPA retreats, including faculty/staff and alumni retreats
- Providing direction of the Spiritual Exercises and on-going spiritual direction to employees and retreatants
- Leading small groups in faith sharing and community development around the shared experience of Ignatian Spirituality and the Exercises
- Assisting SPA Director in evaluating, improving and adapting retreat programming and materials to meet the changing needs of the community
- Collaborating with SPA volunteers and members of the various Ignatian organizations within the greater community

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- Bachelor's or Master's Degree required; Theology or Philosophy Degree preferred
- Certified Spiritual Director
- 3+ years of work experience in spiritual direction and retreat planning
- High degree of knowledge and experience in the Spiritual Exercises
- Deeply ingrained habits of daily prayer and self-reflection

Knowledge, Skills, Abilities and Personal Characteristics

- Understanding of unique Ignatian identity and school mission
- Willingness to engage in personal educational and faith development
- Strong interpersonal, communication, listening and presentation skills
- Ability to listen, interpret and distill diverse opinions, desires and demands
- Demonstrated ability to organize effective and engaging programs and presentations
- Willingness to engage in further personal faith development and to help others in their faith journeys
- Flexibility and willingness to embrace growth and change
- Organizational and staff development skills
- Ability to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines
- High degree of initiative and independent judgment
- Ability to tactfully and effectively deal with public and staff in a personable and professional manner
- High level of energy and a consistently positive attitude
- Proficient with Microsoft Office, Internet and Intranet
- Ability to work with and maintain confidential employee information

Our Values:

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic Faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by

Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting195@ignatius.edu

Deadline: Friday, May 31, 2019

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu