Province Position Posting
East Coast Province Education Sector

Position Title: Associate Provincial Assistant for Secondary and Pre-Secondary Education (Associate PASE)

Reports to: Provincial Assistant for Secondary and Pre-Secondary Education

Classification: Full-time, Exempt

Expected Start Date: August 1, 2020

Location: New York City

Travel: 80% travel, mostly within the geographic area of the East Coast Province

The Provincial Assistant for Secondary Education (PASE) of the Jesuits East Province supports the work of the Provincial in serving the 29 secondary and pre-secondary schools of the Province as they seek to develop and deepen their Catholic and Jesuit identity. The Associate PASE works closely with the PASE and Assistant PASE to help form and deepen the relationships between the Provincial and the schools, among the Province schools themselves, and throughout the Jesuit Schools Network (JSN). Collaboration among the PASE, Associate PASE and Assistant PASE is essential to the success of their work.

Qualifications

- Significant experience in a Jesuit School
- Commitment to the vision of the Society of Jesus for secondary and pre-secondary education
- Understanding of and ability to articulate Ignatian spirituality and pedagogy
- Excellent communication skills
- Flexibility, creativity and the ability to collaborate well
- Strong desire to support our schools by fostering relationships with school personnel
The Associate PASE Portfolio

Sponsorship Reviews - The Associate PASE has primary responsibility for the planning and implementation of the scheduled Province sponsorship reviews of the schools. There are usually five per year, some in the fall and some in the spring.

Among the duties of the Associate PASE with regard to the Sponsorship Reviews are:

- Collaboration with school leadership in preparing the school’s self-study
- Selection, preparation and training of the visiting team
- Managing the visit, including the collaborative process and creation of the visiting team’s report
- Post-visit follow-up, including the final editing of the visiting team’s report; drafting the Provincial’s letter to the school in response to the review; and arranging the signing of the sponsorship agreement by the Provincial and the Board Chair of the school
- Managing and leading Midterm Reviews with schools

Province Programs - The Associate PASE has primary responsibility for the planning, implementation and follow up of three programs:

- New Partners Retreat – annually in the Fall and Spring
- Veteran Partners Retreat – biennial
- Province-wide cohort (by topic) meetings: two for high school personnel and two for Nativity school personnel per year

In any given year, the PASE and Associate PASE may decide to replace one of the above programs with a similar program offered the Jesuit Schools Network (the umbrella organization of the 84 Jesuit high schools/pre-secondary schools of the Provinces of the United States and Canada).
Supporting Our Schools

The PASE office supports the 29 schools of the East Coast Province. Given the complexity and diversity of the schools, the work of the PASE office is often unpredictable and can change quickly. While many of the programs and events of the office are planned and scheduled well in advance, others emerge unexpectedly and require adaptability as priorities shift. The work of the Associate PASE, therefore, will adapt and change as the needs of the schools and the Province present themselves. Working in such an environment requires flexibility and excellent communication among the PASE, Associate PASE and Assistant PASE in order to best serve the schools.

Jesuit Schools Network (JSN)

The PASE team works closely with the JSN office and its seven-person staff. The JSN staff organizes and directs several national programs, such as the Ignatian Seminar (annually), various cohort-by-topic meetings (annually), and the Colloquium (every third year). The Associate PASE will attend two meetings per year of the JSN staff, PASEs and fellow Associate PASEs. The Associate PASE will occasionally help coordinate/staff some JSN-sponsored meetings.

The Associate PASE will:
- Attend two meetings annually of the JSN Staff
- Participate in events of the JSN as prioritized with the PASE
- Participate in other meetings and committees to further the mission of the JSN

Travel and Calendar

The Associate PASE position requires travel. Some programs and scheduled meetings that require travel are set well in advance; others will require more flexibility. While some weeks will have normal working hours, at times there will be work in the evenings and on weekends.

Finances

The Associate PASE works with the PASE and Assistant PASE in ensuring that the resources entrusted to the office are spent carefully and in support of the mission.

The Associate PASE provides and submits to the PASE in a timely fashion a monthly finance report of all his/her expenses.
Varia

The Associate PASE will take on other duties as assigned in support of the mission. Clear and transparent communication with the PASE and Assistant PASE will ensure that the work of the office remains manageable and sustainable.

Physical Demands and Work Environment:

- Sit at a desk for long periods of time while working on the computer
- Use telephone; write or use a keyboard to communicate through written means
- The noise level in the work environment is usually moderate
- 80% Travel, mostly within the geographic area of the East Coast Province
- Occasional travel for meetings in New York or other parts of the country as necessary

How to apply:

If you share the vision and values of the mission of the Society of Jesus and would enjoy establishing a trusting relationship with religiously vowed men, we invite you to submit a resume and cover letter to our Human Resources Department, at UNEhumanresources@jesuits.org and write “Associate Provincial Assistant for Secondary and Pre-Secondary Education (Associate PASE)” in the subject line. If you have been referred by a current Maryland or Northeast Province employee, please write the name of the referring employee in the body of your email. The deadline for applying for this position is April 22, 2020.

The Province offers a team-oriented work environment and a competitive compensation and employee benefits package which includes medical, dental and vision coverage, short term disability, long term disability, life insurance, paid time off, paid holidays, and 403(b) Retirement Plan. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.