



Bellarmino
College Preparatory

Assistant Director, Christian Services - Immersion

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a regular part-time (40%) Assistant Director of Christian Service ~ Immersion. The Assistant Director manages and evaluates the current immersion trips and works to enhance and expand the program. The Assistant Director recruits and works closely with adult trip leaders, manages the department’s budget and finances, and oversees the curriculum and itinerary for each immersion trip. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job

Responsibilities:

- Recruit faculty, and on occasion other members of the BCP community, to lead and participate in trips
- Plan and organize community-building faculty and staff events
- Maintain a common application template for immersion trips and manage application process
- Lead the selection process for applicants
- Work closely with the trip leaders to manage the pre- and post-trip logistics, including but not limited to: internal advertisement to garner student interest, ensure all trip participants complete and have proper forms and documents, and develop and/or maintain a trip-kit
- Convey the immersion leader compensation
- Develop and/or manage pre-trip preparation for immersion, reflection activities during trip, and post-trip activities, in tandem with the trip leaders
- Plan and Execute Student and Parent Information events to promote the immersion programs
- Plan, organize and produce Solidarity Dinner to raise funds for sister community in El Salvador
- Maintain relationship and communication with Bellarmine’s travel agency
- Maintain familiarity and understanding of each trip’s mission, key community partners, curriculum, and logistics; some travel is required each year (up to two weeks at a time)
- Review, annually, program offerings to ensure alignment to partner needs and the program mission
- In collaboration with Director of Christian Service, manage Immersion program’s budget.
- In coordination with Business Office, manage daily and trip-related income and expense processes and communication.
- Support the mission and philosophy of the department and school; work to integrate the school and department’s mission in each trip
- Manage immersion portion of school website
- Abide by all department and school policies and regulations
- Serve as member of Christian Service team, completing other duties and/or projects as assigned by the Director

Minimum Qualifications:

- 3 years working with students in a high school setting; preferably at a Jesuit or Catholic school
- Bachelor’s Degree from an accredited college/university
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely,

and successfully interact with internal and external constituents

- Ability to work effectively with staff at all levels, displaying a positive attitude
- Demonstrated commitment to cultural humility
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to respond to time-sensitive issues and emergencies with creative solutions
- Ability to perform the job safely with respect to others, property, and individual safety

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom as needed
- Ability to safely and comfortably travel around our campus
- Ability to walk long distances when traveling
- Ability to travel with minimal lodging conditions (e.g., camping, sleeping on floors, etc.)
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time

General Information:

- This position is classified as a Part-Time, Exempt position
- This position is not eligible for benefits
- This position has no direct reports
- This is not a telecommuting position
- Where qualified and by separate process, may combine with other duties to form a full-time, exempt position

To Apply Online: Please visit our [employment web page](#).

Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.
