



**Bellarmino**  
College Preparatory

## **Assistant Director of Christian Service for Justice and Advocacy Formation**

*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 full-time Assistant Director of Christian Service for Encounter and Justice Formation starting on or around April 1, 2023. The Assistant Director reports directly to Christian Service Program (CSP) Director. The Assistant Director helps to lead a team whose priority is to design and implement a co-curricular program committed to direct service to the community, praxis, and advocacy for social justice. As a visionary and executive partner to the Director of Christian Service, the Assistant Director helps to implement a broad set of service and advocacy-oriented opportunities both on and off-campus throughout the entire calendar year.

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:**

- Coordinate Immersion Program comprised of local, national, and international service-learning trips, including evaluation of current and future offerings, relating to partner non-governmental organizations and communities, trip design, recruitment of students and chaperones, finance and logistics, and creation of pre- and post- immersion activities
- Oversee annual direct service expectations of class years as assigned towards the completion of graduation requirements
- Nurture relationships with community partners towards the creation of opportunities for direct service, service-learning, and advocacy
- Build opportunities for local and state-wide faith-based advocacy efforts among students and their communities, in coordination with Jesuits West Province, Jesuit Schools Network, Ignatian Solidarity Network and other partners
- In collaboration with Academic Departments, create sustainable models for establishing and growing opportunities for praxis
- Assist in moderation of and consulting to student clubs whose missions align with service and advocacy
- Assist in the design and execution of school-wide service and charitable events and drives
- Serve as member of a cross-departmental mission and ministry-oriented collaborative, engaging in student-centered programming and the nurturing of servant leadership
- Alongside all faculty and staff, serving in a pastoral and administrative role to students and their families
- Assist with other duties as assigned

### **Minimum Qualifications/Skills:**

- Bachelor’s degree
- Experience working with adolescents and families in an educational setting
- Knowledge of the Catholic tradition and education
- 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 constructive 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

**Preferred Qualifications:**

- Master's degree or equivalent work experience
- Demonstrated experience in advocacy, non-profit management, volunteer management, events and charitable drive management, and organization of international travel for delegations
- Demonstrated passion for and experience in advocacy work and community organizing around any number of social justice issues
- Experience working in Catholic or Jesuit education, including familiarity with Ignatian Spirituality
- Proven ability to facilitate successful participation of community members
- Demonstrated desire to provide holistic pastoral care

**Physical Requirements:**

- Ability to lift up to 20 pounds, using proper lifting techniques
- Other physical requirements include visual acuity, speech, and hearing; subject to kneeling, crouching, crawling, climbing, walking, twisting, reaching, pushing, and balancing to perform the essential functions
- 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
- Reasonable accommodation will be made to support individuals with disabilities to perform the essential functions and other duties

**General Information:**

- Salary Range: \$90K - \$110K per year depending on experience
- This position is classified as a Regular Full-Time, Exempt position
- This position is eligible for Bellarmine's excellent benefits package
- This is not a telecommuting position

---

**To Apply Online:** View [BCP Career Center](#) and apply directly online.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

---