



Position Description

Title: _____ **Department:** _____
Supervisor(s): _____
Employment Status: Full time Part time **Classification:** Exempt Non-Exempt
Employment Type: Employee Contractor **Company Industry:** Non-profit

Position Summary

Essential Job Criteria

Education: College degree in a social or behavioral science, human resources, management or other relevant field, or equivalent work experience;

Experience: 2+ years in overseas mission or similar overseas volunteer service, experience with MKLM a plus;
3+ years experience in directing a staff team, or equivalent proven managerial skills;
Working knowledge of the Catholic faith with an understanding of the contemporary Catholic Church and Catholic Social Teachings;
Prior work experience in a nonprofit or faith-based organization a plus.

Skills and abilities: Ability to coordinate, collaborate with, and engage people of diverse backgrounds; Strong listening skills, team leader and supervisory skills;
Strong verbal and written communication skills;
Ability to develop and supervise annual department budgets and strategic plan;
Ability to publicly represent MKLM in meetings and presentations – large and small; Ability to manage interpersonal conflicts and respond to crises;
Willing to be trained in behavior-based assessment and perform admissions interviews and assessments, as well as accompany MKLM candidates in mission discernment;
Ability to develop a deep working knowledge of each manager-level position in MSD and be able to work in a team with – or perform the functions of – the respective;
Computer and Internet skills; Bilingual a plus.
Must maintain high levels of confidentiality; HIPPA training a plus.

Supervisory Responsibilities

Supervises Mission Services Department staff, who have the following responsibilities: Recruitment; Admissions; Training & Educational Programs; Always a Missioner (Returned Missioners); and Friends Across Borders.

Essential Job Functions

Reporting to the Director of the Mission and working in collaboration with, and support of each MSD staff member, the Mission Services Department Manager has the following principal responsibilities:

- Oversight of the Mission Services Department, that includes recruitment, admissions, orientation, educational opportunities, training, and programs such as Friends Across Borders, and Always a Missioner.
- Support of MSD department staff to provide a positive work environment and ensure compliance with MKLM policies and procedures;
- Participate in development of MKLM strategic plan, oversee its implementation as it concerns MSD, inform the Director of Mission regarding progress towards completion of goals; track data and assist in the preparation of reports regarding MSD work;
- Develop and monitor all MSD budgets and subsequent financial reporting. Responsible for oversight of expenses charged to the MSD budget;
- Work collaboratively with other department managers (communications, advancement and finance) to help achieve MSD & MKLM goals;
- Supervise MSD staff and implement timely performance evaluations with staff members;
- Oversee planning, implementation and evaluation of MSD programs, especially admissions and orientation;
- Promote collaboration among Maryknoll entities, and with other overseas mission sending groups;
- Perform other MKLM-related tasks as requested by the Director of Mission and Executive Director.
- Develop and maintain the Orientation and MIP programs syllabus and calendars. Recruit and manage speakers and presenters for both programs.

Significant Physical Requirements

- Travel between buildings in all weather conditions.
- Travel between floors of buildings using stairs/elevators.
- Lift and carry materials, books, forms, supplies and equipment to and from offices, shops, conference rooms and storage areas.
- Manual dexterity and visual acuity for use of IT equipment and systems.
- Ability to travel inside and outside the US.

This description reflects MKLM's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.