



**Job Title:** Manager of Programs

### **The Center for FaithJustice**

Inspired by Catholic social tradition and committed to creating a more just and equitable world, the mission of the Center for FaithJustice (CFJ) is to engage people of faith through transformative experiences of lived discipleship. God calls us – as individuals and as communities – to act in solidarity with the vulnerable, oppressed, and marginalized. Our diverse programs invite people of faith to truly embrace the call of the Gospel in service to the common good.

At a critical time in the Church and world, CFJ is an entrepreneurial, data-driven organization on the cutting edge of innovation in the ministry landscape. We combine our learnings from program implementation along with real-time research to produce methodologies that actually work to enrich and deepen the faith lives of youth and adults.

CFJ seeks a team member, who is willing to grow with us over these next important and meaningful years, to manage the following programs:

**WorX:** Named for the biblical passage that inspired them, faith without works is dead (James 2:26) our WorX programs create a space for participants to engage in direct service to those in need. CFJ's signature WorX programs, ServiceworX, JusticeworX, and LeaderworX, are for youth and young adults from middle school through college. In contrast to typical service learning, CFJ engenders in young people a deep understanding of systemic poverty and instills lifelong values of social justice through the lens of Catholic Social Teaching

**NeXt Level:** CFJ launched NeXt Level, an initiative funded by the Lilly Endowment, in 2018. This program institutes youth-led parish-wide campaigns rooted in service and justice at select participating Catholic parishes across the greater New Jersey region. This program involves a series of informal gatherings, formal retreats, structured immersion experiences, and on-going youth-led projects in parishes for youth, adult mentors, and pastoral leadership. This is a unique opportunity to work with a diverse group of stakeholders on emphasizing youth leadership within a congregational context.

### **Responsibilities:**

- Oversight of programs and related logistics
- Manage CFJ facility rentals
- Lead recruitment efforts for staffing and volunteer initiatives of the organization

### **Requirements**

- Bachelor's degree required
- Understanding of the Catholic Church, familiarity with pastoral life, and ability to liaise effectively with pastoral leadership
- High-energy, self-starting and capable of multitasking within a results-driven and fast-paced environment

- Commitment to execute a plan, with the creativity and flexibility needed to design and change course as needed
- Ability to work independently, as part of team, and with diverse audiences and age groups, including youth
- Strong oral and written communication skills
- Ability to problem-solve and identify priorities among competing demands,
- Project management skills, detail-oriented, and able to track and maintain data effectively
- Motivated by faith, passionate about service and/or social justice
- Flexibility to work on weekends, evenings, and overnight during one-week summer immersion.
- Valid driver's license and accessibility to (reimbursable) transportation for travel between parish campuses and off-site locations

**Preferred Qualifications:**

- Experience and/or interest in pastoral ministry or management, non-profit management, and/or project management. *(can include internships/graduate assistantships)*
- *Spanish fluency is a bonus*

**Salary:** \$46,000

**Benefits:** Health and dental insurance, paid time off, paid holidays, annual staff retreat, flexible work schedule with the ability to work in the office and from home, opportunities for professional and personal development.

This position is open immediately. It will require in-office work. The Center for FaithJustice is located in Lawrenceville, New Jersey. To apply for this position, please send your resume and cover letter to Maggie Smith at [msmith@faithjustice.org](mailto:msmith@faithjustice.org)

CFJ abides by all anti-discrimination laws and Equal Employment Opportunity Commission regulations consistent with CFJ's character as a religious organization. CFJ does not discriminate based on race, color, national origin, nationality, ancestry, age, sex (including pregnancy), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, veteran status, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses, or any other legally protected status in accordance with applicable local, state and federal anti-discrimination laws.