



EMMAUS
HOUSE
A CENTER FOR SPIRITUAL
COMPANIONSHIP AND CONTEMPLATION

3315 70th STREET, URBANDALE, IA 50322

WWW.THEEMMAUSHOUSE.ORG

(515) 282-4839

Opening for Associate Director

Rooted in Ignatian spirituality, Emmaus House provides spiritual direction and individual and group retreats, as well as various spiritual formation opportunities for individuals, parishes, and groups. Associate Director works in collaboration with the Director, staff and volunteers. The applicant for full-time Associate Director should have a Master's degree in Spirituality or equivalent, certification in spiritual direction and directed retreats, and significant familiarity with and appreciation for Ignatian spirituality.

Job Description for Associate Director Emmaus House

Status: Full-Time, Exempt

Reports to: Director

General Description: Associate Director provides services for the ministries and administration of Emmaus House. Associate Director works collaboratively with the Director and staff to ensure the advancement of the Emmaus House mission and adherence to financial responsibility.

Essential Duties and Responsibilities:

1. Provide spiritual direction and private retreat direction.
2. Foster Ignatian spirituality through various means, including, but not limited to:
 - a. Ignatian Spiritual Exercises in various formats
 - b. Annual Ignatian Retreat
 - c. Supervise and support volunteers, program facilitators, and area spiritual directors, as requested.
3. In collaboration with the Director, assist in creating and evaluating the ministry offered by Emmaus House, including, but not limited to:
 - a. Seasonal program offerings
 - b. Provide for ongoing formation of staff, volunteers, and program facilitators
 - c. Development of long-range plans for evolving and growing the ministry

4. Serve as a resource for the spiritual formation of adults to various groups and to the parishes of the Diocese of Des Moines, as requested, by developing and facilitating:
 - d. Group and staff retreats
 - e. Catechetical formation
 - f. Diaconate formation
 - g. RCIA retreats
5. Manage efforts to provide hospitality. Provide a welcoming place for individuals and groups who come for prayer, liturgy, private retreats and personal renewal.
6. In collaboration with the Director, support the financial well-being of Emmaus House, including, but not limited to:
 - a. Income generation through services and spiritual program offerings
 - b. Collection for services rendered
 - c. Promoting Emmaus House in the diocese and community, and communicating through appeals and in person with benefactors
7. In collaboration with the Director, assist with marketing and communications:
 - a. Management of website; design of marketing materials; social media strategy.
 - b. Communicate offerings and announcements through the website, newsletter, parish bulletins, The Catholic Mirror, the electronic Diocesan In the Loop updates, etc. in a timely manner.
8. In collaboration with Director, support the implementation of Emmaus House policies and procedures pertaining to:
 - a. Bookkeeping
 - b. Donor management
 - c. Facility & grounds (in collaboration with Facility Committee)
9. Assist (if needed) in the preparation for weekly noon liturgies (Tuesday and Thursday) at Emmaus House.
10. Assist (as needed) in the oversight of facility and grounds
11. Assist staff with maintenance of Emmaus House archives

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Master's degree in Spirituality or equivalent.
- Certification in spiritual direction and directed retreats.
- Significant familiarity with and appreciation for Ignatian spirituality.
- Well versed in current theology and ecclesiology.
- Administrative experience.
- Experience working within parishes, as well as with people of other Christian denominations and wisdom traditions.
- Experience working with a staff, as well as coordinating and supporting volunteers. Ability to work with a wide variety of people; sensitive to the diversity of people and abilities.
- Possess the qualities of compassion, discernment, and active listening skills.

Other Skills:

- Written and oral communication skills; Ability to write reports, business correspondence. Ability to effectively present information and respond to questions from individuals, groups and the general public.
- Ability to make recommendations to effectively resolve problems, and to objectively coach staff and volunteers.
- Ability to maintain confidentiality and to conduct daily tasks in a professional manner in compliance with all diocesan criteria. Ability to manage multiple projects and priorities, and delegate to staff and volunteers.
- Ability to demonstrate computer competency in basic office software (Word, Excel, PowerPoint, etc.). Effective punctuation, spelling, grammar and attention to detail.
- Ability to manage website, social media presence, and other electronic communication platforms.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee will be required to drive to various programs and presentations in the greater Des Moines area, and to a lesser degree, within the Diocese of Des Moines and central Iowa. Occasional travel outside the state of Iowa.