



Associate Co-Coordinator

15-20 hours per week

The IHM Associate Program Co-coordinators are responsible for the coordination of all facets of the IHM Associate Program, including providing an integrated program of orientation for Associate candidates. The Co-coordinators collaborate with the Associate Council to facilitate and oversee the strategic planning as well as work with the Associates to further define and align their values and mission with the IHM community. The Co-coordinators work with the Leadership Council liaison to further the associate participation in IHM Community life and mission.

RESPONSIBILITIES

1. Ensure the development of the Associate Program within the context of the IHM charism, spirituality, and mission through:
 - a. Understanding of the Associate reality
 - b. Work with the Associate council to define strategically the current Associate reality
 - c. Development and implementation of an integrated joining process
 - d. Leadership in the facilitation and implementation of strategic planning and visioning for the future of the Associate program.
2. Facilitate the development of the evolving leadership/ownership of the Associate reality within the context of the IHM life and mission
3. Ensure that the IHM Associate reality is reflected within the IHM Community life and mission through
 - a. Committee Involvement
 - b. Facilitation of the IHM Associate Council
 - c. Encouragement of Associate participation to invited IHM Community Events
4. Foster Communications and Promotion of the Associate Program
 - a. Develop and implement a plan to promote the mission and values of the IHM Associate program and increase visibility.
 - b. Produce brochures and Associate information to further the program.
 - c. Collaborate with vocations events as appropriate.
 - d. Write or obtain articles for IHM Connections and IHMpact.
 - e. Maintain and update Associate portion of website.
5. Develop and facilitate the work of the total IHM Associate program, including the following areas:

Pre-Associate

- a. providing information as requested
- b. facilitating the application process, including criminal background checks
- c. interviewing applicants

Associate Candidate

- a. being available to connect candidates and IHM Companions
- b. assisting in planning and implementing orientation process for joiners and IHM Companions
- c. providing appropriate mailings

- d. reviewing completed Associate Candidate files and recommendation of IHM companion before submission to Leadership Liaison for final approval signature
- e. providing a final recommendation to the LC liaison regarding the readiness of the Associate Candidate to make the Associate Covenant

Associate

- a. meeting with individual associates as requested
- b. providing mailings, newsletters and other forms of communication to keep Associates involved and informed regarding the Associate program and opportunities.
- c. planning and arranging occasional gathering times
- d. maintaining records, renewals, and archival documents current

QUALIFICATIONS:

- An IHM Sister or IHM Associate strongly preferred.
- Bachelor's degree required with some background in spirituality and/or theology.
- Each Co-Coordinator to work 15 to 20 hours per week.
- Hours must be flexible to meet the needs of others.
- Ability and experience in effective interpersonal relations.
- Ability to make independent decisions when warranted.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to approach/be approached in a manner which creates harmony and promotes cooperation.
- Ability to lead the Associate program through strong leadership, strategic plans to continue to build a strong and committed Associate program.
- Ability to speak, read and understand the English language. Bilingual English/Spanish preferred.
- Ability to drive to meet the needs of the Associate Office.
- Ability to maintain good relationships with others, regardless of personal preferences.

Send resume to Monica McGowan mmcgowan@ihmsisters.org