



CHRISTIAN BROTHERS HIGH SCHOOL

Position: Assistant Director of Lasallian Student Life

Reports to: Director of Lasallian Student Life

Employment Status: Full-Time, 11 mos. (August – June)

FLSA Status: Exempt

Compensation: Competitive salary, commensurate with experience.

Position Description

The Assistant Director of Lasallian Student Life works under the supervision of the Director of Lasallian Student Life, who is directly responsible for student spiritual, service-oriented, and student community-building activities on the Christian Brothers Campus. The Assistant Director of Lasallian Student Life assists the Director of Lasallian Student Life in providing dynamic student retreat programs, liturgies/prayer services, activities with **an emphasis on coordinating Christian service opportunities**. The Assistant Director of Lasallian Student Life is a fully initiated member of the Catholic Church, nourishes his/her faith through ongoing spiritual formation and prayer, and publicly adheres to Church teachings. The ideal candidate for this position is an individual who is faithful to the teachings of the Roman Catholic Church and who offers talents and experience that will enable him or her to be successful in an assistant management role in the Lasallian Student Life office.

Essential Job Duties and Responsibilities

1. Assist the Director of Lasallian Student Life and Lasallian Student Life Coordinator(s) with coordination of Christian service opportunities, liturgies, worship, retreats and community-building and special events.
2. Assist in the planning and oversight of student retreats;
3. Prepare engaging talks and speak to large audiences.
4. Follow up with students after retreats.

5. Assist with the organization and training of student ministry teams (God Squad, S.A.L.T., etc.).
6. Promote campus ministry and student life events in the community.
7. Other duties as assigned by the Director of Lasallian Student Life.

Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated leadership ability.
3. Demonstrated passion and appreciation for the Catholic faith and a commitment to the teachings of the Church.
4. Possess interpersonal and communication skills marked by the virtues of equity, inclusion and respect.
5. Education equivalent to a bachelor's degree from an accredited organization in Pastoral Ministry or a related field.
6. Must have prior experience in campus ministry or retreat work.
7. Prior experience in coordinating Christian service opportunities preferred.
8. Prior experience in secondary education and youth event planning preferred.
9. Possess the ability to show initiative and work independently.
10. Possess a confidence or comfort with educational technology.
11. Excellent oral, written and verbal communication skills that would enable the individual to maintain a good rapport with parents, students and staff.

Interested parties meeting the above qualifications should submit a cover letter and resume to hr@cbhs-sacramento.org. Position is open until filled.