

Director of School Ministry



Mercy Career and Technical High School (Mercy Tech) is a Catholic, co-educational, career and technical high school sponsored by the Religious Institute of the Sisters of Mercy of the Americas.

The Director of School Ministry is responsible for the spiritual life and welfare of the school community and collaborates with the President and Principal in integrating the Catholic faith/culture and promoting the Mercy charism with a focus on peace and justice issues, especially those relating to the Critical Concerns of the Sisters of Mercy (Anti-Racism, Earth, Immigration, Nonviolence, and Women).

School Ministry Responsibilities:

- Coordinates all religious and spiritual activities with the administration, including but not limited to school-wide liturgies, interfaith prayer services, school-wide morning prayers, Mercy Day celebrations, junior ring ceremony, graduation, annual student retreat days for each grade level (9th, 10th, 11th, and 12th), opportunities for the Sacrament of Reconciliation, annual faculty/staff retreat, etc.
- Manages weekly and monthly community service events and programs and explores additional sites that meet students' needs and interests
- Oversees the Mercy Ministry Team which is a group of students who assist in the coordination of religious, spiritual, and service activities
- Creates an inclusive and welcoming environment where all students feel a sense of belonging regardless of their religious affiliation or background
- Collaborates with the Theology Department to ensure consistency between the curriculum and School Ministry initiatives (such as community service requirements for students)
- Coordinates with the Guidance Department in supporting the spiritual needs of students
- Collaborates with other Mercy institutions to learn and share best practices
- Is present at school events and activities to build relationships with students
- Other duties as assigned

Applicant Requirements:

- Be a Catholic in good standing with the Church
- Bachelor's degree
- Good interpersonal skills and the ability to work with adolescents (experience in a school setting preferred)
- Experience with project and budget management
- Familiarity with Google Suite tools
- Hold a valid driver's license

Schedule and Calendar Considerations:

- Availability to work the full school day (8:00 A.M. – 4:00 P.M.) and full school year (late August until mid-June) in a 190-day ten-month employee contract
- Availability to accompany students to community service sites after school during the academic year
- Participate in Open Houses (two per academic year)
- Follow the normal school year calendar with holidays and breaks

Benefits Include:

- Health insurance, paid holidays, sick and personal days
- Immediate participation/vesting in 403(b) plan with partial company match
- Reimbursement for graduate study up to \$2,500.00 per year
- Salary range is \$50,000.00 to \$55,000.00 per year

Your next steps...

- Email a cover letter and resume to hbrown@mercycte.org
- Prepare a list of three professional references
- Ensure all required background clearances can be complied with before employment begins (see the *Work at Mercy* page: www.mercycte.org/about/work-at-mercy)
- Questions? Please contact Howie Brown, Mercy Tech President, at hbrown@mercycte.org