



POSITION OPENING: REGIONAL COORDINATOR FOR LASALLIAN VOCATION MINISTRY

- Position:** The Regional Conference of Christian Brothers (The Visitors' Conference) announces the opening of the fulltime position of **Regional Coordinator for Lasallian Vocation Ministry**.
- Location:** The Christian Brothers Conference is located in Washington, DC, which is the preferred location of the position.
- Start Date:** July 1, 2014
- Salary:** Competitive
- Benefits:** Employee medical/dental/vision/prescription plan, life/accidental/disability insurance, 403b plan with partial match, and professional development opportunities.
- Inquiries:** If you are interested in the position or have questions please contact Brother Robert Schieler at 202-529-0047 or rschieler@cbconf.org.
- Deadline:** Application deadline is April 15, 2014

POSITION DETAILS

- Reporting:** The Coordinator will report to the General Councilor and receive direction from the Regional Vocation Formation Committee (RVFC) and the leadership team at Christian Brothers Conference.

Role and Responsibilities:

The Regional Coordinator for Lasallian Vocation Ministry is responsible for:

I. Promotion and Marketing

- Develop a plan for the promotion and marketing of the Brothers' vocation.
- Develop a plan for the promotion of Lasallian Volunteers and vocations to Lasallian ministries.
- Produce quality marketing materials for vocation promotion. Prepare and maintain a Regional vocation newsletter for the communities and ministries of the Region.
- Research best locations for advertising and positioning Lasallian vocations.

II. Communication

- Actively seeks to make our vocation materials culturally competent to current and emerging Catholic ethnic groups (e.g. Hispanic, African-American, and Filipino/Asian).



- Ensure greater coordination and communication among the various District vocation and initial formation programs.
- Maintain and update Regional vocation promotion webpages and develop other forms of networking on social media.
- Coordinate the writing and distribution of vocation articles.

III. *Collaboration*

- Coordinate programs and projects on behalf of the Regional Vocation Formation Committee.
- Collaborate with the Directors of Communication and the Lasallian Volunteers at Christian Brothers Conference.
- Work with the Conference's communication team.
- Coordinate with and support District vocation personnel in their vocation promotion efforts particularly in the development of vocation curriculum materials.
- Assist District vocation teams and Visitors in linking a viable vocation program to the quality of the Brothers' community and prayer lives.
- Work with District vocation directors to actively develop local vocation teams and activities in every ministry of the Region.
- Prepare an annual report to the Regional Conference of Christian Brothers (RCCB), the Lasallian Education Council (LEC), the RVFC and the Lasallian Volunteer Advisory Board (LVAB).

IV. *Representation*

- Serve as a Regional representative on the RVFC and coordinate with the committee to ensure:
 - Participation in national vocation organizations and conventions, including arranging and staffing booths.
 - Maintain contact and cultivate relationships with organizers of national conventions and conferences and other groups involved in vocation promotion.
 - Organization of Regional vocation meetings and gatherings in conjunction with the General Councilor.
 - Screen inquiries coming through the internet and conventional channels and forward to the appropriate District vocation director.
- Communicate and market to, and visit, Catholic colleges and universities and active Newman Centers and other identified services (military, schools of education, parishes, retreat centers, NCEA, etc.).
- Reach out to Young Lasallians and Lasallian collegians.