

## Position Description

## *Lasallian Programs Coordinator*

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Accountability

Executive Director, Office for Lasallian Education

Revision Date

December 2015

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The **Lasallian Programs Coordinator** assists the executive director in the creation, planning, execution and evaluation of formation programs for the Lasallian Region of North America. The coordinator also assists the executive director in coordinating the work of the Regional events planning, communications, development, and finance personnel in the advancement of the Region's formation/education programs. The position is based at the offices of Christian Brothers Conference in Washington, DC.

For the purposes of this description, the Region's formation, education and related programs and events include (but are not limited to) the following:

- Huether Lasallian Conference
- LASSCA Conference
- Buttimer Institute of Lasallian Studies
- Brother John Johnston Institute
- Lasallian Social Justice Institute
- Regional Education Advisory Committee

Minimum qualifications for the position include an earned bachelor's degree (master's preferred), educational and/or professional experience in a Lasallian institution, a background in or history with Lasallian formation experiences, strong technology skills, a desire to bring a passionate participant focus to the development and delivery of mission-centered formation programming, the ability to work in collaborative environments, strong organizational skills, and a willingness to travel.

Specifically, the responsibilities of the programs coordinator include (but are not limited to) the following:

- Supporting and assisting the executive director in the execution of his/her responsibilities, including work with the Lasallian Education Council.
- Coordinating event planning committees/teams, and conducting meetings for/with the committees/teams, for the Region's formation/education programs.
- Working with the executive director in coordinating staffing support for each of the Region's formation/education programs.
- Working collaboratively with the Regional vocations and Lasallian Volunteers teams to support their efforts with assistance in communications and event planning.
- Assisting in the coordination of the work of the Region's communications, events planning, finance, and development teams in their support of Regional formation/education programs.
- Representing the executive director and the Office for Lasallian Education as required both within the Lasallian community and with outside groups and institutions.
- Supporting, as needed, formation programs offered by the four Districts within the Region of North America.
- Performing additional duties as established by the executive director.