



### **Organization Profile**

The Brother David Darst Center is a social justice education and retreat center located in Chicago. Founded in 2002 as a ministry of the De LaSalle Christian Brothers, the Darst Center provides transformative social justice retreats and immersion experiences grounded in the Lasallian tradition and Catholic Social Teaching. Through our programs and partnerships with local community organizations, participants gain a deeper understanding of the complex realities of injustice and obtain tools to take action. Our primary program is an immersion retreat experience for high school and college students. The program explores five “burning issues”: homelessness, food insecurity, education, criminal justice, and immigration, which we address through encounter, direct service, social action, education, reflection, and outreach. We seek to inspire an active and engaged faith, a commitment to serve, and a passion for social change.

### **Position Title: Program Director**

#### **Position Profile:**

The Program Director, as a member of the administrative team, is responsible for the development and implementation of the Darst Center educational programs. The Program Director initiates/manages the Center’s relationships with partner agencies who serve as co-educators while also managing the relationship with the schools and parishes whose students participate in our programs. The retreat program, the primary method of education, focuses on instruction for high school and college students, utilizing a service-learning approach to discuss issues of social justice (homelessness, food insecurity, education, criminal justice, immigration) and analyze their root causes (racism, living wage, gentrification, inequitable distribution of resources, etc.). The Program Director serves on the Retreat Facilitation Team and supervises other staff to provide supplemental education opportunities for both youth and adults.

#### **Primary Goals and Objectives**

- Develop high-quality social justice education curriculum and programs for youth and adults
- Ensure proficiency in facilitation by all members of the retreat facilitation team (including staff)
- Enter the Darst Center into mutually beneficial relationship with direct service agencies who serve as partners
- Systematize the general practices of the Darst Center to ensure sustainability
- Further develop relationship with participating groups, ensuring prompt and accurate communication
- Help foster an environment of trust, collaboration, and high performance within the workplace.

#### **Major Areas of Responsibility**

- Serve as member of administrative team
- Further develop a high-quality immersion retreat program for students
- Collaborate with other program staff to implement a variety of educational programs
- Manage the Darst Center’s relationships with current and potential participating group institutions
- Participate in the community of the Darst Center as a valuable member
- Represent the Darst Center professionally to the public

## **Specific Responsibilities of the Job:**

*Serve as member of administrative team (10%)*

- Embracing the mission and vision of the Darst Center as a Lasallian Catholic retreat and education center, contribute to overall health of the institution through strategic planning, fundraising, team-building, reporting
- Design and participate in training of staff for capacity building and effectiveness
- Manage, supervise, and evaluate program staff and interns, ensuring position fit and a high standard of performance

*Further develop a high-quality immersion retreat program for students (20%)*

- Educate self and staff on social justice content so that all programming flows out of a spirit of solidarity in and for justice.
- Initiate and manage mutually beneficial relationships with partner agencies that serve as co-educators
- Remain current on learning trends so as to implement age-appropriate teaching methodologies, and ensure all staff is trained in such methods of facilitation.
- Collaborate with Darst Center staff to develop theme-based consistency within retreat program
- Seek creative ways to convey messages for social justice education
- Continually assess, refine, and develop curriculum as necessary to ensure quality of retreat program

*Manage the Darst Center's relationships with current and potential participating group institutions (30%)*

- Manage the calendar of reservations according to available facility and staff resources
- Maintain regular, prompt communication with group moderators to ensure their plans and expectations are known and fulfilled, communicating internally with appropriate staff
- Oversee the reservation process for each group, including necessary reservation paperwork, student prep materials, retreat scheduling, data entry, and invoicing
- Coordinate a system of assessment that includes post retreat surveys, internal staff evaluations, and programming reviews

*Collaborate with other program staff to implement a variety of educational programs (30%)*

- Serve as lead facilitator for the immersion retreat programs
- Work together with other staff and volunteers to ensure successful Darst Center programs (Immersion Retreats, Social Justice Workshops, DIG DEEP! Adult Retreat Series, virtual engagements, and other programs)
- Work together with other staff and volunteers to ensure post-retreat follow-up is timely, provides resources of value, and holds integrity to program vision
- Ensure all programs are staffed appropriately
- Continually assess, refine, and develop programs as necessary to ensure relevance and quality

*Participate in the community of the Darst Center as a valuable member (10%)*

- Contribute to weekly Darst Center staff meetings and reflections
- Offer insights and ideas for Center publications and assist in their production.
- Participate in fundraising activities (events, appeals, etc.)
- Maintain an organized and welcoming space in both office and greater Center space

*Represent the Darst Center professionally to the public*

- Remain mindful of your connection to the Darst Center when in public settings

*Participate in other duties as assigned or skilled*

## **Accountability**

The Program Director is hired, supervised and evaluated by, and accountable to the Executive Director.

## **Who You Are:**

- You are deeply committed to developing the social consciousness of young people, and possess a passion for social justice and building mutual relationship.
- You are a strong communicator, both through written and verbal formats, confident in your ability to communicate the nuances of the mission of the Center to schools, parishes, and community partners.
- You possess an acute intuition and ability to read and respond to the needs of people around you.
- You are an adaptable leader, asset-based thinker, and problem-solver who thrives in an environment where creativity and resourcefulness are key.
- You are knowledgeable while simultaneously being willing to learn from others including community partners, fellow staff, program participants, and other key stakeholders.
- You are strategic and detailed, able to dream big and anticipate the many steps necessary to execute ideas.
- You successfully work both independently as well as in collaboration with other staff members.

## **What You Bring to the Table:**

- Passion for both social justice education and the Darst Center mission and ability to articulate its philosophy, values, and practices
- Experience in an educational and/or non-profit setting, preferably with program development and/or curricular experience
- Familiarity with Microsoft Office Suite, Google G Suite Applications, and various social media platforms; familiarity with QuickBooks and/or Copper CRM is a plus
- Creative, strategic, and analytical thinking skills with the ability to manage multiple projects, prioritizing competing responsibilities
- Ready to contribute to a a culture of diversity, equity, and inclusion in the workplace
- Ability to set and consistently meet deadlines and commitments
- Demonstrated ability to establish and maintain effective working relationships with co-workers
- Excellent customer service orientation
- Familiarity with / understanding of Catholic Social Teaching and/or the Lasallian charism and comfort working in a faith-based agency

## **How to Apply**

This is a full-time, salaried position offering excellent health benefits, a 403b, paid time off, and professional development opportunities. The salary range for this position is \$43,000 - \$45,000. To apply, please email your resume and cover letter to [director@darstcenter.org](mailto:director@darstcenter.org) by April 29th, 2022. This position has a flexible but anticipated start date of June 1, 2022. While there remains the opportunity to occasionally work from home, this position requires running programs in-person in the city of Chicago.