

HIRING ANNOUNCEMENT

Title: Lasallian Programs Manager

Reports to: Director of Lasallian Programs

Job Overview: The Lasallian Programs Manager supports the planning, execution, and evaluation of formation and education programs for the Lasallian Region of North America. The incumbent will work with staff, Brothers, and Lasallian Partners to plan, improve, and sustain existing formation programming.

Christian Brothers Conference (CBC) is the office for the Lasallian Region of North America of the De La Salle Christian Brothers (Institute of the Brothers of the Christian Schools). It provides programming and support for the four Districts (Provinces) of the Lasallian Region of North America and the more than 100 ministries primarily in the U.S. and Canada. The Lasallian mission is rooted in the vision and innovative spirit of Saint John Baptist de La Salle, patron saint of teachers, who founded the Institute in 1680 to provide a human and Christian education to the young, especially the poor.

Key Responsibilities:

- Support the planning, execution, and evaluation of the Region's formation and education programs, to include:
 - Huether Lasallian Conference
 - LASSCA Conference
 - Buttimer Institute of Lasallian Studies
 - Brother John Johnston Institute of Contemporary Lasallian Practice
 - Lasallian Social Justice Institute.
- Support the ongoing review and development of program curricula and training materials.
- Advise and support presenters in their preparation.
- Collaborate with Conference staff, Brothers, and Lasallian Partners on assessing and serving the needs of those in Lasallian educational ministries in the Region.
- Manage the evaluation process of Regional formation and education programs.
- Manage meeting logistics for programs, including budget preparation, presenter travel, registration processes, and meeting supplies. Coordinate all external contractors, including meeting planner, liturgists, hotel event staff, etc.

CHRISTIAN BROTHERS CONFERENCE

LASALLIAN REGION OF NORTH AMERICA
RÉGION LASALLIENNE DE L'AMÉRIQUE DU NORD

Candidate Profile:

The ideal candidate will likely have a bachelor's degree (at minimum) in a field relevant to this work. The candidate should have a background and experience in education, preferably Lasallian. The incumbent to this position will be highly organized, an excellent communicator, and able to work collaboratively.

Salary: \$65,000

There is a preference for this position to be based at the Christian Brothers Conference office in Washington, DC. CBC offers a hybrid work environment. Remote work is possible and should be indicated in the cover letter. This position requires significant travel, which will include travel in the summers and on some weekends (typically up to six weeks and up to six weekends per year).

Benefits:

Christian Brothers Conference offers excellent benefits, including fully paid health insurance, 20 vacation days annually, a generous parental leave policy, and a pension plan. There is a commitment to professional development of all employees.

Hiring process:

Please send a cover letter expressing your interest in the position and a resume to jobs@cbconf.org. Letters should be received by October 3, 2022, for priority evaluation.

Updated September 14, 2022