



Position Announcement

March 13, 2026

Title: 1 La Salle Associate

Supervisor: Director of 1 La Salle

Overview:

The 1 La Salle Associate supports efforts that advance a shared Lasallian mission across the Lasallian Region of North America (RELAN). The Associate will focus on program coordination, content development, and administrative support for regional Lasallian initiatives. This role works closely with the Director of 1 La Salle and other Conference staff to ensure initiatives are well-communicated, well-organized, and effectively supported.

Primary Responsibilities:

Program & Project Coordination

- Provide logistical and administrative support for Regional programs, projects, and initiatives led by the Director.
- Assist with planning and coordination of meetings, webinars, events, and gatherings (including scheduling, materials preparation, and follow-up).
- Track timelines, deliverables, and basic project needs to ensure initiatives move forward smoothly.
- Support coordination with Districts, committees, volunteers, and Partners as needed.

Communications & Writing

- Draft, edit, and prepare written content, including:
 - Reflections, prayer materials, and promotional content
 - Lesson plans
 - Program summaries, reports, and briefing materials
- Assist in storytelling efforts that highlight Lasallian mission, spirituality, and witness across RELAN.
- Support communications related to initiatives such as 1 La Salle, Lasallian spirituality projects, and the Brother James Miller Guild.
- Collaborate with the Conference communications team to ensure consistency in voice, branding, and messaging.

Content & Resource Management

- Help organize, maintain, and update digital and print resources related to Lasallian initiatives.
- Assist with the collection and organization of data, feedback, and participation metrics for programs.
- Support preparation of internal and external reports, summaries, and presentations.

Collaboration & Support

- Work closely with the Director of 1 La Salle to support implementation of Regional priorities.
- Coordinate with other Conference staff and committees to support integrated mission and formation efforts.
- Provide general support as needed to advance Lasallian identity, formation, and mission across the Region.

Qualifications

- Bachelor's degree required; background in theology, education, communications, or a related field preferred.
- Familiarity with the Lasallian tradition or Catholic education strongly preferred, and openness to formation for mission required.
- Strong writing and editing skills, with the ability to adapt tone for different audiences.
- Experience with program coordination, communications, or nonprofit/church-related work.
- Familiarity with the Lasallian tradition or Catholic education strongly preferred.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects, meet deadlines, and work collaboratively.
- The ideal candidate will be enthusiastic about the five core values of Lasallian education: Faith in the Presence of God, Respect for All Persons, Inclusive Community, Quality Education, and Concern for the Poor and Social Justice.

Working Conditions

This is a full-time position. Christian Brothers Conference is headquartered in Romeoville, IL, but most staff are remote. This position is open to those interested in being remote, hybrid, or in-office. Occasional travel is required, within the United States and Canada.

Applying to the position

Applications will be reviewed as they are received. A cover letter and CV can be sent to jobs@cbconf.org.

Job descriptions are not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee. Duties, responsibilities or activities may change or new ones may be assigned. CBC job descriptions are subject to change according to the needs of the organization.