- Coordinate with the Director of Database Administration to ensure effective delivery of benefits and services across all platforms
- Coordinate budget and venue contracts with the Director of Finance and Operations
- Support the Director of Development in implementation and evaluation of fund raising for the NRVC
- Work in tandem with the Director of Mission Integration to strengthen and maintain strategic relationships with emphasis on building a strong foundation for the future, and capitalize on historical memory of member engagement
- Act as liaison to Board committees that respond to the NRVC mission and membership
- Assist with general office duties to support the ongoing mission of the NRVC

GENERAL

- Participate with the National Board and leadership team to ensure that the mission, vision, and values of the NRVC are clearly met
- Support the organizational culture of trust, teamwork, and competence in service of the members for the overall success of the NRVC
- Operate as consistent professional and upstanding public representative of the NRVC; represent the NRVC at external events as needed
- Uphold team leadership by preparing for, attending, assisting, and participating in operational meetings and strategic visioning meetings, and continuing to develop the pillars of the team leadership model: mission driven, member focused, leaderful, and accountable
- Provide office hours determined in conjunction with the leadership team to best serve the membership of the NRVC
- Prepare for, attend, assist, and participate in NRVC events and Board meetings with travel as needed

EDUCATION

- Undergraduate degree in a related field or related work experience
- Master of Arts in Pastoral Studies, Theology, or related field preferred

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Consecrated member of a religious institute or society of apostolic life preferred
- Significant experience in vocation ministry with general knowledge of the charisms and missions of religious institutes in the United States
- Ministerial experience in membership cultivation and engagement
- Demonstrated knowledge and proficiency in Microsoft Office and Dropbox with ability to learn new technology skills when necessary
- Cultural and ecclesial competency; understands and supports the mission of the Roman Catholic Church, consecrated life, and vocation ministry
- Communication and collaborative skills; ability to sustain professional relationships

- Create original and professional correspondence; excellent written and verbal skills in English; other language skills an asset
- Highly organized and detail oriented; ability to manage multiple projects simultaneously
- Work independently and productively with minimal supervision
- Professional problem-solving skills and self-control in stressful situations
- Trustworthy, honest, discrete; practices a high level of confidentiality and integrity
- Adaptability and flexibility in meeting the changing needs of the organization and the development of this position
- Accept and respond appropriately to professional evaluation of the position

Annual evaluation by NRVC staff and Board Chair or designee.

This describes the general nature and level of work required in this position; other duties and responsibilities, and additional knowledge, skills and abilities may be required.