



Spiritual Life Team Member Job Posting **Franciscan Sisters of Perpetual Adoration**

One Mission. Many Opportunities. We are seeking a full-time Spiritual Life Team Member to provide spiritual care and guidance for the Sisters who will be living at the newly renovated St. Rose Convent. The Spiritual Life TM will have the responsibility of ensuring that the religious and spiritual needs of these Sisters are met, along with working on committees that plan spiritual retreats and other events relating to this department. We are looking for someone who will be an active partner in the FSPA mission, who has a strong calling for providing Spiritual Care to a religious community of women and believes in relationship centered care.

In this position, you will also be responsible for collaborating with the Sister Service Merged Team on:

- Scheduling clergy/pastoral visits and clergy mass assignments (temporary).
- Coordinating/leading the spiritual care for both the Villa St. Joseph and St. Rose Convent sites until the merge is completed.
- Planning for how the new Spiritual Life Department will operate when the merge is completed.
- Planning Spiritual Life-related events, arranging for speakers and working with other departments on the execution of these events.

Qualifications for this opportunity include:

- Has a bachelor's degree in a related field and preferably is a Board Certified Chaplain
- Has previous education or experience in eldercare, homecare, with a willingness to learn.
- Demonstrates strong supervisory, organization and coordinating skills.
- Demonstrates excellent administrative, customer service and communication skills.
- Strong computer skills and knowledge of using Google email and Microsoft Office
- The ability to use good judgment and work efficiently and effectively with a diverse group of people.

This position will start in June. Applications and resumes can be submitted at www.fspa.org/careers