POSITION DESCRIPTION

Position Title: Director of the Lux Center

Department: Student Services and Special Projects

Reporting to: Vice President of Student Services & Special Projects

POSITION GOAL

Dedicated to furthering interreligious relations, the Director of the Lux Center for Catholic-Jewish Studies designs, organizes and implements educational programs that advance the knowledge and skills of students and the entire Sacred Heart Seminary and School of Theology (SHSST) community in relation to the following:

- Understanding the Jewish roots of their own Christian tradition.
- Appreciating religious thought and practices of contemporary Judaism that transcends age old stereotypes and prejudices.
- Strengthening the living relationship between the Catholic community and the Jewish people.
- Promoting Catholic-Jewish dialogue among scholars and general public.
- Advancing greater understanding of Catholic teaching on the Jewish faith and interreligious relations since Vatican II.
- Developing the pastoral skills necessary for seminarians and students to implement interreligious activities, especially among the three Abrahamic faiths, in their congregations after graduation.

POSITION SUMMARY

Reporting to the Vice President of Student Services & Special Projects, the Director of the Lux Center is a full-time employee of SHSST responsible for the direction and management of the Lux Center's programming and operations which foster the education of seminary students about Catholic-Jewish relations and interreligious studies.

SKILLS AND EDUCATIONAL CREDENTIALS

- Required: Bachelor's Degree and educational knowledge/background necessary to fulfill the duties of the position.
- Preferred: A Masters-level, or Rabbinical degree in Catholic Theology, Jewish Studies, Pastoral Studies, or a related field.
- Excellent presentation and event planning skills.
- Effective administrative and organizational abilities.
- Solid grant-writing capacities and fundraising experience.

POSITION SPECIFICS

- Represents the public face of the Lux Center with the general public.
- Oversees and implements the design of the Lux Center's programming to meet the formational needs of seminarians, students, faculty and staff, as well as to advance the knowledge of the general public in the areas of Catholic-Jewish relations and interreligious dialogue.
- Interfaces with SHSST staff in organizing and coordinating the implementation of Lux Center programs and events.
- Provides support to faculty in the areas of Catholic-Jewish relations and, more broadly, interreligious understanding.
- Creates and implements the Lux Center's strategic plan and marketing.
- Undertakes fundraising efforts for the support of Lux Center activities and initiatives.
- Manages Lux Center databases and records.
- Maintains appropriate and sufficient communication with SHSST administrative leadership, the Lux Center Governing Board, institutional committees, related national/local organizations, and members of the public.
- Submits required reports and attends assigned meetings, events, etc.

Salary range $68,000 - $73,500

Our generous employee benefit package includes medical, dental, vision, pension, PTO, free lunch and free parking.

To apply please email your cover letter and resume to lchurch@shsst.edu for review.