



Coordinator of Parish Social Justice Ministries

Date: March 2025

Job Title: Coordinator of Parish Social Justice Ministries

Supervisor: Director of Pastoral Ministry and in collaboration with the Pastor

Job Type: Part-Time, 20 hour per week, non-exempt

Compensation: \$29.50 - 36.50/hr. commensurate with experience and qualifications

Location: St. Ignatius Parish, 650 Parker Ave., San Francisco, CA

Application Deadline: May 1, 2025

St. Ignatius Parish is a Jesuit parish grounded in the Spiritual Exercises of St. Ignatius. Together we travel a faith journey of devotion, prayer, inquiry and holiness. We seek to find God in all things by deepening our faith and listening with discerning and joyful hearts. We walk with the excluded and care for the Earth, our common home, by actively serving the poor and living social and environmental justice.

Position Summary

The Coordinator is responsible for developing and implementing a holistic, results-oriented program for parish social justice ministries that is rooted in the Gospel, Catholic Social Teaching and the social justice tradition of the Society of Jesus. In collaboration with the Pastor, Director of Pastoral Ministries, staff, lay leaders of the Mercy & Justice Commission and other lay leadership, parishioners, and external partners, the Coordinator will ensure a consistent, integrated lens of social justice is applied within all parish ministries. The Coordinator will serve as the staff liaison to the parish Mercy & Justice Commission.

Main Job Responsibilities

- Assess the effectiveness of all current parish work related to social justice by way of relationship-building with the Mercy & Justice Commission and all connected ministries and committees
- Provide leadership, vision, and oversight to effectively implement a range of social justice ministries, including direct services as well as advocacy and educational

opportunities addressing social justice issues related to the environment, race, immigration, economic inequality, sexuality, and gender identity

- Collaborate with the Coordinator of Youth & Family Outreach to develop and implement learning and service opportunities for children, youth, and adults
- Lead volunteer recruitment and training for Parish social justice ministries
- Prepare and administer the Social Justice Ministries budget
- Other duties as assigned

Education and Job Requirements

- Bachelor's degree in Theology, Social Work, Nonprofit Management, or other relevant area of study
- A minimum 3 years of relevant professional experience
- Prior experience participating in or leading social justice programs, preferably at a religious organization
- Prior experience in project management, team management and community organizing
- Excellent written, oral communication and interpersonal skills
- Self-motivated, self-directed, flexible, and ability to work well with others
- Creative problem solver and empathetic listener
- Ability to use and/or learn to use applications such as Google Suite, Salesforce, Jotforms, Classy, and other software

Values and Attributes

- Practicing Catholic with a strong commitment to the mission of the Church and the Society of Jesus; Catholic Social Teaching; and Jesuit Spirituality and values
- Demonstrated skill in critical thinking, decision making and creative problem solving

Application Process

Candidates should send their resume, along with a cover letter to Barbara Kennedy, Office Manager at bkennedy2@usfca.edu

The application deadline is May 1, 2025.