**Murphy Center for Ignatian Spirituality of Fairfield**

**Job Description**

**Associate Director for Spiritual Formation (full time)**

**JOB PURPOSE:** The Associate Director for Spiritual Formation is responsible for formational programs at the Murphy Center for Ignatian Spirituality of Fairfield University (MCIS). The job includes creating, planning and implementing formation programs in spiritual direction, Ignatian Spirituality and the supervision of spiritual directors. The services will be provided with a spirit of hospitality and compassion that embodies the charism of the Society of Jesus and the mission of Fairfield University.

**MISSION STATEMENT:** The Murphy Center for Ignatian Spirituality of Fairfield University welcomes those seeking to deepen their relationship with God and to enrich their daily lives. We offer spiritual direction and programming, in the Ignatian tradition, to guide individuals and groups in their journey toward this encounter, as St. Ignatius did, by “finding God in all things.” As part of this outreach, we also train spiritual directors who can assist individuals and groups in the discernment of God’s direction in their lives. We are committed to supporting the faith-life of the students, faculty and staff of Fairfield University as well as individuals from the larger community outside of the university.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Teach in the Spiritual Director Formation Program, teach the practicum on directing the Spiritual Exercises of St. Ignatius of Loyola, and teach the practicum on becoming a supervisor
* Serve as liaison to the Bellarmine Campus of Fairfield University
* Develop and implement programming for individuals who have completed the 19th Annotation of the Spiritual Exercises of St. Ignatius of Loyola
* Develop and implement young alumni programing
* Form faculty and staff in the Ignatian tradition
* Facilitate a Woman’s Spirituality Group
* Assess programs with the Director and MCIS team
* Provide spiritual direction and supervision of spiritual directors
* Assist Director with tasks, planning, and presence at programs/events
* Participate on the MCIS Advisory Board
* Other related duties and responsibilities
* Facilitate ongoing formation of spiritual directors

**QUALIFICATIONS:**

**Education, Competencies and Experience**

* Masters or Doctorate in divinity, theology, spirituality, religious studies or pastoral counseling
* Certified spiritual director and supervisor
* Minimum 3 years administrative experience
* Demonstrated experience offering spiritual programing
* Excellent verbal, written and interpersonal skills
* Proficient in MS Office, Zoom and Hybrid offerings

**Preferred Qualifications**

* Embrace the mission and values of Fairfield University and MCIS
* Ability to work evenings, weekends in a flexible schedule
* Highly organized with attention to detail
* Certified supervisor
* Fluency in Spanish desirable
* Creative and flexible
* Ability to network and interact with a broad base of individuals/organizations
* Ability to work collaboratively in a team setting