

<b>JOB TITLE:</b> Mission Specialist	<b>FLSA STATUS:</b> Non-Exempt, Half-time (20 hours per week)
<b>DEPARTMENT:</b> Conference for Mercy Higher Education (CMHE)	<b>REPORTS TO:</b> Executive Director
<b>DATE:</b> 3/2025	

*The mission of the Conference for Mercy Higher Education (CMHE) is the preservation and development of the core Catholic identity and mission of Mercy higher education in accord with the spirit, mission, and heritage of the Sisters of Mercy.*

## **JOB PURPOSE**

The Mission Specialist supports the Executive Director in living the CMHE mission, supporting the Mercy Higher Education Covenant, and strengthening the network among the Mercy colleges/universities in the United States where culture and faith intersect. The Mission Specialist works collaboratively with the Executive Director to develop content for mission integration resources to foster dialogue, encounter, and the deepening of understanding of our Catholic, Mercy identity in the ministry of higher education.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create prayers, rituals, and reflection components for events including, but not limited to, mission leadership forums, in-person cohort meetings and other CMHE events, and board meetings.
- Coordinate prayers, rituals, and reflection components to align with the Catholic liturgical calendar as well as key Mercy heritage days and the Critical Concerns.
- Collect and organize mission integration resources to assist colleagues in their work at our colleges and universities.
- Promote understanding and serve as subject matter resource on Catholic teachings and the Mercy charism particularly in a higher education setting.
- Lead mission integration orientation for new mission officers, presidents, board members, etc. at Mercy colleges/universities adapting and developing new formation sessions as needed particularly focusing on the development of lay Mercy leaders.
- Assist in supporting ongoing initiatives regarding the accountabilities delineated in the Mercy Higher Education Covenant between CMHE and its sponsored institutions.
- Participate in mission assessment, peer review processes and site visits (mission self-study and mid-point reviews) as assigned.
- Other duties as assigned by the Executive Director.

## **QUALIFICATIONS:**

### **Education, Competencies and Experience**

- Understanding of Catholic Social Teaching and Catholic Intellectual Tradition in higher education.
- Appreciation for the Mercy charism.
- Master's degree required, terminal degree preferred (background in theology, spirituality, pastoral care or related discipline preferred).
- Substantial experience in Catholic higher education preferred.

- Strong technological skills including experience with Microsoft Office Suite, Zoom and other conferencing technology, and cloud-based software.
- Effective written and oral communication skills.
- Ability to multi-task several projects simultaneously.

## **WORK ENVIRONMENT**

- Remote position.
- Half-time, 20 hours per week with benefits.
- Occasional travel required particularly during the academic year.
- Occasional after hours and weekend work outside of the regular M-F working hours.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; speak; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.,
- The employee will be required to operate office equipment such as computers, telephones and fax machines and work with manual filing systems.
- The employee needs the ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and manuals. Ability to speak effectively with other employees, members, and supervisors.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

I have reviewed and understand the essential functions of this job description in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

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Employee Name

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Date

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Executive Director Name

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Date

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CMHE Board Chairperson

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Date

Please check one box:

- ☐ I can perform each function without accommodations.
- ☐ I require the following accommodations to do all required functions:

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