



**Part-time Job Opening
Faith and Spirituality Program Coordinator
Tatamagouche Centre**

Tatamagouche Centre Mission Statement

Open to the Spirit, rooted in the gospel tradition, Tatamagouche Centre is an education and retreat centre which invites and challenges people from diverse backgrounds to personal wholeness, right relationships, respect for creation, and justice in the world.

Do you envision yourself working for an organization that supports personal and social transformation? That encourages a holistic approach melding spiritual growth, faith formation, social justice, personal development and environmental stewardship? That believes that empowering individuals, churches and communities can lead to changes in the world? That offers training, skills development and creative, cutting edge programming.

Are you excited by strengthening relationships with United Church, ecumenical and other faith communities? By working to build a Shalom community of peace and justice with religious and secular constituencies? By expressing the Tatamagouche Centre mission through the development and coordination of programming in the Faith and Spirituality stream? By working collaboratively as a member of our Program Development Team?

Then we invite you to apply for the Faith and Spirituality Program Coordinator position at Tatamagouche Centre.

Tatamagouche Centre is seeking a creative, motivated individual to join our Program Development Team to develop, implement and manage the Faith and Spirituality Program area.

Overall development, direction, and management of the Faith and Spirituality Program area will include:

1. Personal networking, relationship-building and partnering with United Church, ecumenical and multi-faith communities to build connections and support, promote Tatamagouche Centre programs, identify ongoing needs and resource requirements, and develop program partnerships;
2. Program development, including:
 - assessing program opportunities,
 - program conception,
 - budgeting for each program,
 - recruitment and contractual arrangements with leaders,
 - recruitment of and ongoing communication with a Program Resource Group member for each program,
 - preparing descriptions for annual promotion and Tatamagouche Centre website,
 - ongoing collaboration with promotion staff re: brochures, posters and electronic promotion,
 - With the Program Director, identifying and applying for external program funding.
3. Participation in regular Program Development Team meetings at Tatamagouche Centre for coordination, creativity, mutual support;
4. Participation with other members of the Program Development Team in an annual peer evaluation process to evaluate team performance and effectiveness, program success and relevancy.

5. Participation in the development, monitoring and evaluation of the overall educational mission and offerings of Tatamagouche Centre.

The successful candidate will have:

- A creative vision of how Tatamagouche Centre can engage with faith communities to discern and deepen spiritual development towards transforming love in action in our world today
- Knowledge of the issues, opportunities and challenges for Maritime faith communities
- Awareness of the transformational mission and model of education of Tatamagouche Centre, that underpin our programs, retreats, projects and partnerships
- Interest in relationship-building and collaborative work with United Church, ecumenical and other faith communities.
- Demonstrated capacity to administer, develop and oversee the delivery of participatory educational programs
- Capacity to work well within a team and with a wide variety of people in faith communities and community-based organizations
- Ability to work flexible hours during the week and weekends
- Experience in and a commitment to the integration of faith and social justice
- Relevant education/experience

Tatamagouche Centre works toward the full welcome and inclusion of all people. We welcome applications from all backgrounds regardless of sexual orientation, ethnicity, gender, race, religion and age.

Remuneration:

Work will involve 90 days per year at the rate of \$165 per day, plus benefits (optional).

Length of term: This is a permanent position, with a 6-month probationary period, beginning May 1, 2012, or as negotiated.

Application should include:

- resume;
- 1-3 page proposal of how you would engage the mission of Tatamagouche Centre with Maritime faith communities to develop relationships and programs that enrich, support and enliven spiritual development, as we journey toward a world of justice and peace;
- 3 references

Interviews will begin March 5, 2012 until a successful candidate is appointed.

Please send applications to:

**Ishbel Munro, Program Director
Tatamagouche Centre
259 Loop Hwy 6, Tatamagouche, NS, B0K 1V0**

Email: ishbel@tatacentre.ca