



## **Missionaries of Our Lady of La Salette**

### **National Vocation Director**

#### **Job Description**

##### **Definition**

La Salette National Vocation Director (NVD) is a lay employee of the Province of Mary, Mother of the Americas hired by the Provincial Superior and is directly accountable to the chairperson of the Vocation Directors in all matters pertaining to the expectation of this office.

##### **Position Summary:**

The La Salette National Vocation Director participates in assisting La Salette Vocation Directors with vocational outreach/awareness, recruitment, discernment and retention of vocation candidates. The NVD will assist the Directors of Vocations in vocational outreach/awareness, by networking national and local levels to generate awareness of La Salette vocations. The scope of the NVD's work is engagement among individuals, communities (parish, school, shrine events and campus ministries), dioceses, and regional/national networks, as they relate to vocational ministries and the geographic area being served. The NVD is a full-time salaried position and may require weekends and travel.

##### **Responsibilities Include:**

1. Develop a working knowledge of the Missionaries of La Salette (MLS) history, charism, and mission of the congregation.
2. Work with the La Salette Vocation Directors to establish and maintain an advanced yearly vocation promotion agenda.
3. Develop and conduct vocation related programs and content (both in person and online) that serve to animate interest and discernment in a La Salette vocation, including maintaining and updating the MLS vocation website.
4. Assist in the creation and maintenance of digital vocational media platforms to facilitate an active and constant presence of La Salette vocations online.
5. Create and distribute print and electronic documents to promote and enhance vocation awareness.



6. Engage in active outreach and collaboration among La Salette ministries/regions, especially young adult ministry programs.
7. Willingness to participate in national/local vocation conferences.
8. Organize, support and assist facilitation of discernment meetings, both online and in person (i.e.: Come & See, Come & Click, parish events, etc.)
9. With regard to discernment and vocation inquiries and candidates:
  - a. As is practicable and appropriate to each person, contact discerning candidates by email or telephone within 24 hours of initial inquiry.
  - b. After initial inquiry and contact with discerning candidates, the NVD is responsible for ongoing regular contact (e.g., email, texting, telephone, video chat, social media, USPS, etc.), proper to contact purposes and appropriate for the circumstances.
  - c. Establishes a thorough individual interview or assessment with a candidate, including a thorough history of the candidate (sample topics: family history, education, immigration/citizenship, work history, social life, sexuality issues, prayer life, and vocation goals.)
  - d. Provide a Formation Application to applicable candidates, who are determined to be sincerely interested in the Missionaries of La Salette and determined by the Vocations Office and Leadership as a suitable prospect for the La Salette formation program.
  - e. Explain clearly the La Salette admissions process to the candidate and provide appropriate assistance with the process.
  - f. Create and provide detailed written documentation to the MLS Admissions Board, for assessment of candidates applying to the La Salette formation program based on the La Salette policy and protocol. The assessment must include all information requested by the Formation Committee as detailed in the La Salette Formation Manual and required for acceptance into the MLS Formation program.
10. Develop and support vocation ministry teams, programs and committees in each La Salette parish and shrine and encourage a culture of vocations to be included in all ministries. Meet at least annually with each team through parish visits, and at least quarterly with national teams (i.e.: via Zoom for reports and regional sharing).
11. Maintain correspondence with parish and ministry leadership to offer and share ideas, updates and current vocation trends.
12. Organize and maintain vocation budget and expenses.



13. Organize monthly meetings with the national La Salette vocational coordinators (priests and brothers) via Zoom.
14. Annually meet with Younger La Salettes to gather ideas and plan for future vocational promotions.
15. Participate in the La Salette annual assembly as requested and engage with members for greater participation in promoting vocations.
16. Serve as a member of the La Salette Laity National Board to encourage the participation of the laity in promoting vocations.
17. Willingness to work collectively with the Province Communication Office and Provincial Leadership.

### **Skills, Knowledge, Education, Experience, and Other Requirements:**

- Respect and love for the consecrated life and ministerial priesthood.
- B.A or B.S. in theology or other ministerial degree, educational experience in human development, counseling, psychology, and other related disciplines.

### **Personal/Professional Qualities:**

1. The NVD must be a Catholic in good standing within the Roman Catholic Church.
2. A knowledge of contemporary Catholic theology as it relates to vocational discernment, religious life, formation for religious life, human development, and contextual intercultural ministry.
3. A familiarity and an appreciation for La Salette spirituality, community, and mission.
4. Excellent public communication skills-written and oral, in-person and online.
5. Excellent interpersonal skills to engage prospective vocation candidates.
6. Must have a sense of cultural awareness and a social consciousness to act in confidentiality, comfortably, and personably among diverse populations (particularly youth and young adults) and across multi-cultural/ethnic populations.
7. Online networking experience including familiarity with social networking sites/apps.
8. Sufficient computer skills.
9. Self-motived and directed: able to work independently but also as part of multiple teams.
10. Licensed driver with a good driving record and automobile insurance.
11. Satisfactory background check and report.
12. Fluency in Spanish preferred.