

Mission Integration Coordinator Job Description

Name of Facility/Institution: Sister Mary Josette Food Pantry

Address: 240 Pine Ridge Road
Cheektowaga, NY 14225

Contact Person: Sister Janet Marie Adamczyk, Director of Ministry
724-384-5307
srjanet@feliciansisters.org

Position Title: **Mission Integration Coordinator**

Reports to: Executive Director

Job Summary: This position oversees and directs the Mission Integration activities by championing the Mission and Core Values of the Sister Mary Josette Food Pantry, a Hopebound Ministry of the Felician Sisters. As an active member of the management team this position collaborates and focuses on the integration of the Mission and Core Values in all aspects of the facility's operation (i.e., planning, policy development, leadership/staff development, and finance/budget).

Mission Statement: "The mission of the SJFP is to act as an agent of change offering a visible sign of God's unconditional love to its clients through compassionate service. The SJFP stands in solidarity with the poor reverencing and promoting their dignity by actively seeking ways to meet their basic needs primarily for food, but also by providing other services whenever possible through seeking out donations and fundraising."

SM Josette Food Pantry Core Values: "Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."

ESSENTIAL FUNCTIONS OF THE DIRECTOR OF MISSION INTEGRATION:

- Serves as a member of the management team.
- Collaborates in the integration of Mission and Core Values in all aspects of operations.
- Raises value-based questions and concerns related to operations and decision-making.
- To assure that Mission and Core Values are at the heart of the ministry the Mission Leader:
 - Provides mission orientation for new management, staff, and volunteers.
 - Provides ongoing formation sessions for the management, staff, and volunteers.
- Develops the annual Mission Integration Plan in collaboration with the Director.
- Provides leadership for planning and implementation of the Annual Mission and Heritage Week.
- Participates in formal learning opportunities for Mission Leaders provided by Felician Services, Inc.
- Fosters an environment that promotes Catholic identity and encourages spiritual development.

QUALIFICATIONS:

- Practicing Roman Catholic in good standing in the Church
- Possess a deep personal commitment to living out the Felician Mission and Felician Core Values for Ministry.
- Demonstrates the capacity to lead formation sessions that focus on Catholic identity, the tradition of the Felician Franciscan Sisters, and the Felician Mission and Core Values for ministry.
- Possess the competence, credibility and willingness to participate as a full member of the management team to assure the integration of Mission and Core Values in daily operations.
- Demonstrates the ability and courage to address issues that challenge the Mission and Core Values.
- Demonstrates the ability to develop the annual Mission Integration Plan and the ability to implement the plan.
- Supports the role of lay ministers in Catholic-sponsored organizations and the need for continuing formation.