

JOB ADVERTISEMENT:
Programme Coordinator, Mercy International Centre
64A Baggot Street Dublin 2

Mercy International Association (MIA) serves Sisters of Mercy, Mercy Associates, and Partners in Ministry from around the world in working towards a more just and compassionate world.

Title of Position: Programme Coordinator

Salary: Salary range between €50,000 and €55,000 negotiable, dependent on skills and experience.

Hours of work: This is a full time office-based position. This position will require occasional night and weekend hours with scheduling provided in advance. Time in lieu will be provided for irregular hours. A general appreciation for flexibility of hours is ideal. The retreat schedule is provided up to six months in advance allowing the Heritage and Spirituality team to share weekend and night work. The office is located at Mercy International Centre, 64A Lower Baggot Street, Dublin. This position is office-based to accommodate in-person visitors to the Centre.

Hours 8.30 AM to 4.30 PM (see above re flexibility)

Working Relationships: The post holder will develop and maintain positive, professional relationships with colleagues, and all whom they are in contact with via email, phone, and in-person. Additionally, MIA has an office in New York, USA. Collaboration with the NYC staff outside of standard working hours is occasionally necessary to accommodate time zone differences. MIC seeks to connect with our global Mercy community. While virtual programming is presented in English, we translate materials and live sessions into Spanish. An enthusiasm for coordinating with translators to meet our intercultural needs is appreciated.

Purpose of the Position: This position will help coordinate year-round programming including retreats, workshops, and speaker sessions. The Programme Coordinator will assist in communicating with participants, reaching out to potential speakers, facilitating programmes, and coordinating programme materials. The Programme Coordinator will work within the Heritage and Spirituality team to plan the programme calendar and create new, innovative programmes to engage both the Mercy and local Dublin communities. The Heritage and Spirituality team is responsible for both in-person programmes at the Centre in Dublin, Ireland as well as virtual programmes for our global Mercy community.

Key Responsibilities:

- Assist with the planning, implementing, and evaluating of MIA programmes
- Communicate with programme participants and speakers as needed
- Coordinate with programme speakers to assist with technology needs
- Assist in creating participant materials including prayers, readings, and resources
- When programmes are in-person: assist with set-up of retreat space, coordinate materials needed, and assist in facilitating groups

- When programmes are virtual: connect with speakers to collect presentation materials in advance, coordinate with translators when necessary, setup Zoom links and Google Form signups for registration. During the live presentations share materials for the speaker including PowerPoints and music.
- Collaborate with MIA staff for room reservations, invoices, and other programming needs
- Connect with the global Mercy community, Mercy schools, Dublin local parishes, and Dublin local social services to engage MIC in a variety of communities and missions
- Engage in a spirit of hospitality with all who enter the house including school groups visiting, communion and confirmation retreatants, mass participants, and tours of MIC
- Foster a strong Mercy ethos in the Catholic tradition through the programmes offered

The above is not an exhaustive list and is intended to list the key duties and responsibilities for the position.

Experience and Skills:

- Able to work flexibly, confidently under pressure, and easily adaptable to a changing environment
- Proficiency in using Google Suite especially Gmail, Google Docs, and Google Calendar
- Cultural awareness and sensitivity including developing strong relationships with visitors
- Familiarity with contemporary insights into spirituality and theology
- Demonstrated experience of working in a mission centred environment and working collaboratively on a team
- Strong interpersonal and communication skills
- Skill in organizing resources and establishing priorities

Qualifications:

- Minimum bachelors degree or equivalent professional qualification
- Previous experience in retreat work, religious education, parish office, or related is desirable

Applications and enquiries: To apply for this position, please email a cover letter and CV to: info@mercyinternational.ie. Successful applicants will be required to provide the contact details of two referees, preferably one from your current employer, who can comment on your suitability for the position.

Informal Enquiries to: info@mercyinternational.ie

Only those selected for an interview will be contacted.

Completed applications for this position must be received by 15 May 2022.