



3600 South Seeley Avenue, Chicago, IL 60609  
www.amatehouse.org

## PROGRAM ASSOCIATE

### BASIC FUNCTION

The Program Associate is responsible for overseeing program participants of an Amate House intentional community which includes managing fellow faith formation, professional development, and community life.

### DUTIES AND RESPONSIBILITIES

#### Community and Fellow Coordination (90%)

- Serve as a community coordinator. Support and guide the fellows. Help in facilitating to appropriately resolve personal, relational, and communal issues that surface in the fellow community. Foster an environment of respect, care, and a shared vision. Maintain a regular office hour schedule one day per week.
- Implement the formation and education components of the Amate House full time service and leadership development program developed by the Associate Program Director. This includes orientation, retreats, in-service days, regular community nights, and site visits.
- Facilitate weekly community nights with the Amate House fellows, which include a house meeting, a shared meal, and the ongoing personal and communal formation and the development of the fellow community. Must be available to work on Wednesdays from 4:00 p.m. to 9:00 p.m.
- Provide one-on-one support and supervision to Amate House fellows on a formal and informal basis. Involves a minimum of three formal one-on-one meetings and two site placement visits during the service year with each fellow.
- Maintain oversight over the physical condition of the Amate House residence with support from the office manager. Report repair needs to the office manager. Assist in coordination of needed service and repairs when necessary.
- Plan and participate in regular program planning and staff meetings with other staff members.

#### Marketing and Public Relations (8%)

- Contribute articles and blog posts.
- Work collaboratively with other Amate House staff to plan, coordinate, and carry out Amate House special events.
- Assist with program participant recruitment, interviews, and site placement.

#### Other Responsibilities (2%)

- Perform other duties as assigned.

### QUALIFICATIONS

- Bachelor's degree required. Study in ministry/theology, or social services, or education preferred. Current enrollment in a Master of Ministry program preferred. Applications also accepted from candidates on sabbatical.
- Minimum of two years' professional work experience required. Experience in ministry, retreat planning, social service, and/or education fields preferred.

- Completion of a faith-based, volunteer service program or experience living in an intentional community preferred.
- Must demonstrate support for Catholic Church teaching, missions, and values.
- Commitment to Amate House's tenets of service, faith, community, social justice, and stewardship.
- Be available for work mid-July through mid-June.
- Ability to work on average 15 hours per week, including Wednesday evenings and occasional weekends for retreats and in-service trainings. Note: Additional work hours will be required during the program orientation (first two weeks of August) and during three weekend retreats.
- Must be available to work on Wednesdays from 4:00 p.m. to 9:00 p.m. Additional workday hours are flexible around the program associate's schedule.
- A valid driver's license is required.
- Spanish proficiency is a plus.
- Skills required: supervision of young adults, group leadership and facilitation, strong communication and organizational skills, retreat planning, basic computer skills in Microsoft Office (Word, Excel, Power Point) and social media skills.
- Please note this is not a remote position and is in Chicago.

## **OTHER INFORMATION**

Hourly wage is commensurate with experience. Housing with a monthly stipend in exchange for part-time work may be considered.

## **ABOUT AMATE HOUSE**

Amate House is a year-long social justice leadership development program for college-educated adults between the ages of 21-29. Our program model includes full-time service, faith formation, professional and leadership development, and community living. Amate House matches young adult leaders with full-time volunteer positions in non-profit organizations, schools, and ministries in Chicago communities. They live together in an Amate House residence and receive faith formation based on Catholic Social Teaching as well as intensive leadership development programming.

## **DIVERSITY, EQUITY, AND INCLUSION**

Amate House respects and upholds the dignity of all persons regardless of the identities they hold. We believe that creating a just and diverse environment is more than an ideal, but rather at the core of who we are as an organization. We welcome people of every race, religion, culture, gender identity, sexual orientation, economic status, and family composition. We celebrate all persons regardless of where they may be on their spiritual journey. We value persons of all faith traditions, those with no faith tradition, as well as those who are questioning and exploring. We work to be a community that follows Catholic Social Teaching which upholds the life, dignity, and equality of all human beings.

Amate House is working to become an anti-racist organization. We recognize the wounds endured by marginalized people in society, including people of color, women, and LGBTQIA people. We believe these communities must be centered in the work we do; therefore, we strongly encourage applications from people with these identities.

**Interested candidates please send a cover letter and resume to Jeannie Balanda at [jbalanda@amatehouse.org](mailto:jbalanda@amatehouse.org).**