



Position: Programs Manager
Reports to: Executive Director
Type: Full-time
Location: National Office (Chicago, IL)
Travel: National, as required

Position Summary

The Programs Manager oversees the day-to-day operations of the Conference's programs. S/he supports the RFC in its mission to educate and strengthen formators in their ministry of initial and ongoing formation by directing all facets related to program management. The Manager will be instrumental in helping to assess the ongoing programming needs of members and the adaptation of programs, as necessary, to align with the formative horizon of religious life today.

Program management to include the following:

- Core programs: ForMission, Life Commitment, Orientation to Formation
- Bimonthly webinars
- Seasonal/special workshops
- Biennial national Congress
- Together program
- Collaborative/partner joint programming (e.g., Catholic Sisters Week)

Key functions

1. Works collaboratively with Conference Staff and the Program Advisory Committee to discern, plan and evaluate current and future programs.
2. Develops a plan for implementing programs from design to completion to evaluation constitutive of dates, locations, audience/s, and speaker/s.
3. Collaborates with Staff to strategically map out an annual program schedule that aligns with the larger Conference calendar.
4. Collaborates with the Operations Manager regarding program logistics (e.g., speaker contracts, registration, potential sites, meals, meeting rooms, housing, travel, etc.), program budgets and pricing strategy.
5. In concert with the Associate Director, coordinates a synchronized approach to external program messaging that includes participant recruitment, promotion and marketing, calendaring of events, email correspondence, and maintenance of program webpages.
6. Assists the Congress Planning Committee in identifying potential keynote speakers, workshop leaders, and other facilitators and inviting them to serve as presenters.
7. Stays current on technological trends and strategies, especially as they relate to program delivery and effective adult learning methods.



Position requirements

- Bachelor's degree or equivalent in Theology or related field. Master's degree preferred.
- Familiarity with and passion for Catholic religious life.
- Ability to work collaboratively in a team atmosphere with Staff, membership and partners.
- Proficiency in basic office software: Microsoft Outlook, Word, Excel, PowerPoint, etc.
- Aptitude in utilizing technology to inform and enhance programmatic offerings.
- Detail-oriented and ability to provide exemplary constituent services.
- Strong written and communication skills.
- Workplace flexibility and creativity.

Application instructions

The search will remain open until the position is filled, but preference will be given to applicants whose materials reach the Conference by **Wednesday, May 5**.

Applicants should submit a (1) cover letter, (2) resume, and (3) list of three references. Materials can be sent by email to rfc@relforcon.org or by mail.

Religious Formation Conference
5401 S. Cornell Ave, Suite 304
Chicago, IL 60615