



JOB DESCRIPTION

Strategic Planning Team - Volunteer Project Leader

**This is a volunteer position; applicants must be willing to commit to a two-year term*

**Position reports directly to the School Advisory Council*

**Volunteering for this position will fulfill all required annual stewardship hours for a school family*

Summary

St. John the Baptist Catholic School is forming a team to evaluate and create the 2020-2025 Strategic Plan with the goal of ensuring the health and sustainability of the school, while they live their Catholic educational mission. There are several key areas that will be evaluated:

- Catholic Identity
- Student Enrichment
- Enrollment & Marketing
- Culture & Communications
- Advancement

The Strategic Planning Team - Volunteer Project Leader supports the StJB School Advisory leadership team and Marketing and Development Director to maintain focus on achieving operational results for the school. This position will be responsible for oversight of assigned Strategic Planning Pillar Projects which may include: coordinating with key stakeholders, developing strategies and plans, and ensuring projects are managed to completion on time.

A key to success in this role will be to stay informed of current activities at our school, in order to be able to make valuable contributions that make an impact.

Responsibilities:

- Manage various strategic planning pillar tasks such as creating and maintaining project schedules
- Responsible for those member of a pillar team that are involved in the project
- Provide regular summaries and updates to the School Advisory Council and other leadership teams as needed.
- Lead meetings and collaborate with pillar teams to research and scope project work includes developing an action and identifying challenges, project expenses and return on investment.
- Communicate plans as needed with parish/school organizations/committees and community partners as needed

Time Commitment:

- Two-year project commitment
- An estimated 4-5 hours of time will be spent per month.

(Must be able to attend quarterly School Advisory Council meetings. SAC meets for approximately one hour on the second Tuesday of every month at 6:30 p.m.

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Who would love this opportunity?

- A self-driven individual who loves our parish/school community and works with purpose and passion;
- Someone who will elevate our school operations through new perspectives, ideas, and solutions
- A builder who enjoys managing and executing programs end to end;
- A collaborator and influencer who understands that achieving our school goals is important for growing our school and increasing enrollment;
- A connector who builds strong relationships and liaises effectively with internal and external school and parish families;
- A trusted advisor who sets a high bar to perform at his or her best.

How to Apply

- To apply for the position, please download and complete an application from the school website at <https://stjbcatholic.com/home/about-our-school/forms/>
- Once completed, email the application to stjbcatholic@gmail.com (Applications can also be dropped off at the school office or church rectory.)
- **Applications must be received by August 1, 2020.**