

Missionary Advisor

Holy Family School of Faith Institute

JOB TITLE:	Missionary Advisor
JOB STATUS:	Full Time
LOCATION:	Kansas City-Living in a Residence Hall
TRAVEL REQUIREMENTS:	Over 30 miles, some overnight, day and evening
SUPERVISOR:	Director of Mission, Kansas City

Our Mission Statement: Equip individuals to be agents of evangelization through ongoing one-on-one discipleship, small gatherings, and large group formation by offering a missionary discipleship training experience called The Movement of the Holy Family.

Holy Family School of Faith Institute (HFSOFI) was established as non-profit, a 501(c)3 organization, and a Public Association of the Christian Faithful under Archbishop Joseph Naumann in 2005.

As a Public Association of the Christian Faithful, we are gifted by the Holy Spirit with graces to carry out our mission in a unique way.

JOB DESCRIPTION

HFSOFI Missionary Advisors will need a heart to grow in deep friendship with Jesus and to take the initiative to build friendships with others to help them grow in friendship with Jesus. Missionary Advisors will collaborate with Campus Ministry for the Diocese of Kansas City-St. Joseph. A Missionary Advisor will evangelize, disciple, and equip others who will live in the residence hall to do the same. They will also receive doctrinal and spiritual formation from the School of Faith team stressing the call to prayer, virtue, and holiness of life.

A Missionary Advisor must be able to collaborate with others and possess good communication and oral presentation skills. The person must be able to use a computer effectively as they typically office off-site. In addition to evangelization and discipling, our Missionary Advisors are expected to develop critical relationships to help advance our mission financially, spiritually and organizationally.

DUTIES AND RESPONSIBILITIES

The following list reflects general duties and responsibilities for this position and is not exhaustive.

- Live a well ordered and balanced life.
- Daily habit of mental prayer and frequent participation in the sacraments.
- Pursue deeper conversion and growth in virtue.
- Have regular spiritual direction.

- See oneself and act as a team member responsible for the whole of the mission and its activity.
- Participate in mission and curriculum development.
- Provide live intellectual formation.
- Personally invest in and form disciple makers and spiritual multipliers.
- Foster/develop relationships with people of affluence and influence in the community.
- Basic Organization Skills
- Timely communication expectations include checking email, text or voices messages morning, afternoon and evening and responding within the same day.
- Active communication on all projects across services of the organization.
- Timely response on all action items, including administrative paperwork such as expense reports.
- Maintain a remote office at home conducive to perform your duties and responsibilities. If you are unable to meet this expectation, School of Faith will provide you with a commuting space at the School of Faith home office.
- Maintain an attitude of coachability, flexibility, adaptability, and openness to innovation and problem solving.
- Respond positively to challenges.
- Is sociable and approachable for others.

REQUIREMENTS FOR THE JOB

Education:

Bachelor's degree

Sound foundation of Catholic Faith

Sound foundation of Catholic Virtues

Habitual life of daily meditation

Experience:

1+ years of experience with Discipleship

Preferred Qualifications:

2+ years of public speaking experience preferred

KEY COMPETENCIES

Oral Presentation skills

Possess interpersonal skills to engage people in a one-on-one to large group setting.

Catholic Theological Knowledge

Writing skills

Basic Computer Skills

PHYSICAL REQUIREMENTS

- Your comportment, meaning your physical presence, behavior and demeanor should facilitate your ability to engage with others.
- Must be able to drive oneself and transport necessary presentation tools to each formation location.

Signature Approved By: _____

Date Approved: _____

Date Last Reviewed: _____

Last Reviewed By: _____