



## Presentation Sisters Union – USA Province

### POSITION ANNOUNCEMENT

#### Vocation Director

#### Who We Are:

The Union of Sisters of the Presentation of the Blessed Virgin Mary (Presentation Sisters) is an international apostolic Congregation of Roman Catholic Sisters. We continue to share in the dream of our foundress, Nano Nagle, to live contemplatively, walk lightly on earth, and witness prophetically to the Gospel. We invite women to join us in fostering the values proclaimed in the life and mission of Jesus so that all might have life and have it abundantly. *For more information, visit <https://pbvunion.org>*

#### Position overview:

The Vocation Director is responsible for promoting a “culture of vocation” among the Presentation Sisters, the Friends of Nano lay movement and all people of good will. The Vocation Director will accompany women in the discernment of their life choices with emphasis on the Presentation way of life.

**Accountable to:** Provincial Leader or her delegate

#### Key Responsibilities:

- Organizing and coordinating vocation promotion activities/events throughout the Unit and beyond and evaluating their effectiveness
- Leading and animating Presentation Sisters and Friends of Nano to engage in vocation promotion
- Sharing the spirituality, charism and mission of the Presentation Sisters
- Engaging with and participating in events that gather young adults
- Being an inviting presence to young adults
- Accompanying women in their vocation discernment
- Providing prayer and discernment opportunities for women and arranging hospitality with local communities of Presentation Sisters for interested women
- Maintaining accurate and confidential files of contacts, enquirers, and discerners
- Preparing and updating vocation promotion materials, e.g., print, social media, website, VISION Vocation Network
- Participating in the Congregational Vocation Animation Conferences and other ongoing professional development in vocation ministry, e.g., NRVC (local, regional, national)
- Preparing an annual budget and regular reports
- Other related duties as assigned

**Qualifications:**

- \* Willingness to learn or familiarity with the spirituality, charism and mission of the Presentation Sisters
- \* Enthusiasm for and understanding of religious life
- \* A degree and/or experience in a field relevant to the position (e.g., religious education, applied theology, marketing, pastoral ministry, counseling)
- \* Self-awareness with a commitment to personal faith and spiritual growth
- \* Capacity to animate, engage and empower individuals and groups
- \* Organizational skills
- \* Effective English communication skills (written, verbal, digital); bilingual is a plus
- \* Ability to collaborate

Full time position with benefits

Compensation: Competitive, based on experience and education

Location: In one of the areas of the USA Province – Los Angeles & Orange County, CA, Fargo, ND, and San Antonio, TX; must have flexibility to travel

**Send a letter of application, resume and two professional references to Sr. Jocelyn Quijano, PBVM at [pbvmvocations@gmail.com](mailto:pbvmvocations@gmail.com)**

**Position is open until filled.**