



# DIRECTOR OF FIELD TRAINING

## JOB DESCRIPTION

**Job Title:** Director of Field Training

**Department:** National Office - Mission

**Status:** Salaried, FLSA exempt, regular, full-time, MPD or non-MPD

**Location:** On site at the National Office preferred

**Reports To:** Vice President for Field Mission

**Last updated:** 05/01/2024

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## The Opportunity

The Director of Field Training is responsible for developing and executing field staff training in regards to the organization's mission and charism values. The Director of Field Training is a member of SPO's mission leadership. They will work closely with other national and field leaders to support the development of the mission, and collaborate in areas outside of field staff training.

## Responsibilities

### 1. Training for Field Staff

- a. Provide teaching and training to field mission team members in:
  - i. Call and charism, vision, and mission
  - ii. SPO mission methods and best practices
  - iii. Basic Catechesis and other Catholic teaching
  - iv. Development and execution of seasonal training events (e.g., Mission Training)
  - v. Development and execution of regular, ongoing training throughout year
- b. Develop and ensure implementation of mission content, curriculum, and other resources for chapters - for students and young adults at all stages and for field staff - in collaboration with other departments as needed, especially marketing.
- c. Integrate resources/content/curriculum from various teams and other departments (e.g., integrating content developed by MPD, talent management, marketing, etc.) under the direction of the VP of Field Mission.
- d. Develop assessment process and growth standards to ensure quality of the field mission (in collaboration with the Director of Field Leadership and under the direction of the VP of Field Mission).
- e. Consult with field leadership for resource development and quality control

### 2. Team Leadership



- a. Organize and galvanize training team members to optimize effectiveness and efficiency, ensuring clarity regarding roles and objectives.
  - b. Recruit, manage, and develop team members directly and indirectly through regular meetings, training, feedback and accountability for results, managing derailers, and activating strengths.
  - c. Conduct performance reviews annually at a minimum.
  - d. Ensure strong communication and collaboration amongst the team and with key partners on staff, e.g. mission oversight, HR, the marketing team, the MPD team, etc.
- 3. Mission leadership**
- a. Ensure SPO is faithful to its charism and pursues its mission with zeal and prudence.
  - b. Set a strong example as a representative of SPO, both internally and externally.
  - c. Build a healthy and unified SPO culture through tone setting, communication, and collaboration.
  - d. Work closely with the mission leadership team in strategic planning, including evaluation, and setting and pursuing annual and quarterly goals.
  - e. Collaborate with the mission leadership team in making key mission decisions.
  - f. Assist other departments with expertise as needed.
- 4. Other Responsibilities**
- a. May engage in Mission Partner Development (MPD)

## Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Self-starter with strong work ethic, able to take initiative and problem solve
- Humble team player who collaborates well with others
- Excellent relationship building skills and social intelligence
- Strong written and verbal communication
- Ability to think strategically and analytically, organize goals, prioritize, and deliver results
- Ability to motivate and manage team members with excellence
- Impeccable integrity, and ability to maintain confidentiality and professionalism
- Proficient in Microsoft Office and Google Suite
- Fluent in speaking, reading, and writing English
- Fully supportive of SPO's charism values, including committed to the work of evangelization, discipleship, and living in accordance with the mission and teachings of the Catholic Church

### **Education/Experience:**

- Bachelor's degree or equivalent experience.
- 5+ years experience in SPO's mission
  - Previous experience in the Mission Supervisor role with SPO is preferred.

### **Other Knowledge, Skills, and Other Abilities:**

- Prior experience with SPO is preferred



- Strong leadership and management experience preferred

## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to stand, walk, hear, talk, sit, type, and drive.
- Physical demands of travel are required
- Attendance at Training Events in various locations is required

## Work Environment

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, visiting the mission field, flying out of state, driving a vehicle, attending events including Training events, staying overnight on business trips, etc.
- An employee of SPO is expected to conduct oneself with responsibility, integrity, accountability, and excellence. That means communicating effectively and appropriately and always finding a way to be productive. They are expected to serve, act, and speak like a professional. This means working and behaving in such a way that others experience them as competent, reliable and respectful.