



Centre Oblat

A Voice For Justice

Une voix pour la justice

**OMI Lacombe Canada, Assumption and Notre Dame du Cap Provinces of
the Oblates of Mary Immaculate**

Are hiring for the position of

Executive Director of *Le Centre Oblat*

Part of the worldwide congregation of priests and brothers called The Missionary Oblates of Mary Immaculate, Oblates serve the poor in more than 60 countries on five continents. Lay people, as Oblate Associates, also participate in our ministries. Justice, peace, and integrity of creation (JPIC) are at the heart of our vision. The four priority areas of work of the JPIC Ministry of the Canadian Oblates are Justice for Indigenous Peoples, Mining and Human Rights, Ecology and Climate Change, and Systemic Poverty.

This position reports directly to OMI Lacombe Canada as the formal employer. However, an Advisory Committee, comprised of members appointed by the three Oblate Provinces in Canada, offers regular guidance and direction.

The Duties and Responsibilities of the Director of *Le Centre Oblat*:

- Direct the activities of the *Centre Oblat* by developing the annual work plan and ensuring its implementation, preparing an annual budget for approval and presenting regular financial data necessary for compliance with it, and recruiting, managing, and supervising all contract staff and volunteers;
- Design JPIC resources, symposiums, activities, and advocacy opportunities for members, associates, staff, leaders, and ministry colleagues of the three Provinces;
- Network, collaborate with, and represent the Oblates on coalitions: such as the Canadian Religious Conference's JPIC ministry, the Office of Religious Communities for Integral Ecology (ORCIE), and other civil society organizations that advance our common mission;
- Assist Oblate parishes and retreat centers with formation programs and resources that facilitate moving justice beyond an intellectual experience. Develop programs to allow students, especially at St. Paul University, to gain more practical experience in various professional fields. Provide faculties at the university with speakers and a network of community contacts for conferences, talks, and workshops;
- Ensure regular communication with the Provinces about JPIC issues. Assist the editor in preparing the newsletter, "News/Nouvelles." When invited to do so, write blog posts for the Provinces' online newsletters, magazines, and social media sites;

- Prepare materials for and animate the scheduled meetings of the Advisory Committee, facilitating their input into the ministry of the *Centre Oblat*, and preparing the annual meeting of the Advisory Committee with the three Oblate Provincials;
- Other duties as assigned by the Leadership Team of OMI Lacombe Canada.

Skills and Qualifications:

- Openness to the spirit and charism of the OMIs;
- Strong understanding of Catholic social thought and tradition pertaining to justice, peace, and integrity of creation;
- Enduring passion for social and ecological justice, including some familiarity and experience with ecumenical and interfaith groups;
- Excellent oral and written communication skills in English; capacity to speak French;
- Excellent time management, administrative, and organizational skills. The ideal candidate is a self-starter.

Education

- Post-secondary education

Computer Literacy

- Working knowledge of Microsoft 365
- Social Media Platforms
- Video Conferencing Platforms

Working Conditions

- The optimal start date is August 1st, 2024, but flexible if relocation is required.
- Normal working week of 37.5 hours.
- The position will require some travel and flexibility concerning work schedules. (Some weekend and evening work is expected.)
- A fully equipped office is provided at St. Paul University in Ottawa, ON.
- An annual job performance review is undertaken.
- This is a three-year term contract (renewable) with a probationary period of 3 months.
- An annual salary in the minimum range of \$70-75,000 is offered, depending on qualifications and experience. A benefits package is included.

Application Process:

1. Email a formal letter of application addressed to Rob Meilleur rmeilleur@omilacombe.ca. In your two-page letter, describe your interest in the position, and how and why this is the right position for you. Also, describe your key skills and background directly related to the tasks and qualifications required for this position. Briefly describe your understanding of the role of a Catholic religious community like the Oblates in promoting justice, peace, and integrity of creation.
2. Provide your resume and three (3) references with their contact information. (The successful applicant will be asked to provide a police check. The employer will cover the cost of obtaining this document.)
3. Please submit all of the above by email to Rob Meilleur by Friday, June 15th, 2024. All applications will be held in the strictest confidence. Those selected for an interview will be contacted by June 30th, 2024.