

Provincial Assistant for Social and International Ministries

I) Promote and assist International Ministries:

- a. Assist Provincial(s) in discernment, communication, review and renewal of international relationships, particularly our formalized twinning convenios;
- b. Manage our designated international relationships and promote inclusive bi-province participation in our twinning;
- c. Maintain contact with communities and ministries to increase familiarity with international ministries;
- d. Assist Provincial(s) as requested regarding international assignments of our men and the coordination of visitations and placements of members;
- e. Regularly communicate news relevant to the social sector and periodic advocacy requests to province(s);
- f. Meet regularly with advisory Social-International Ministries (SIM) commission to develop strategies for supporting the international solidarity;
- g. Liaise with other sectors (pastoral, social, spiritual, formation, education, finance) to promote the international apostolate and concerns;
- h. Collaborate with advancement and communication efforts to develop appropriate messaging of approved international projects;
- i. Engage elected and corporate officials who have responsibility for setting international policy, particularly in Jesuit Conference advocacy focus areas;
- j. Maintain contact with members missioned to lesser developed countries;
- k. Prepare supporting documents for visa petitions of international guests and work with local superiors and health care director to ensure approved international guests are covered by a health insurance policy;
- l. Consultative regarding our participation in the various (arch) diocesan Mission Cooperative Programs;

II) Promote and assist Social Ministries of province

- a. Assist the Provincial(s) in discernment, evaluation, review and renewal of our social apostolate efforts (accompaniment with poor; social analysis; advocacy; care for creation);
- b. Promote the faith-justice initiatives by local ministries and communities;
- c. Maintain contact with communities and ministries to encourage social apostolate and dimensions of social ministries;
- d. Assist the Provincial(s) regarding social ministry assignments;
- e. Regularly communicate news relevant to the social sector and periodic advocacy requests to province(s);
- f. Meet regularly with Social-International Commission (SIM) to develop strategies for the supporting faith-justice ministry;
- g. Collaborate with advancement and communication efforts to support approved social apostolate initiatives;
- h. Liaise with other sectors (pastoral, spiritual, formation, education, finance) to promote Catholic Social Teaching and contact with the poor;
- i. Engage elected and/or corporate officials who have responsibility for setting domestic policy in approved advocacy focus areas;
- j. Serve as the province liaison with affiliated groups that animate social

apostolate;

- k. Maintain regular contact with members missioned to social apostolate.

III) Jesuit Commission for Social and International Ministries (JCSIM)

- a. Attend semi-annual JCSIM meeting and participate in the common work of JCSIM outreach and advocacy;
- b. Advise USA Provincials on pertinent social and international matters, especially with respect to inter-provincial and international relationships;
- c. Implement and evaluate JCSIM initiatives and advocacy focus areas.

IV) Jesuit Committee on Investor Responsibility (JCIR)

- a. Attend semi-annual JCIR meeting and participate in the common work of JCIR's shareholder advocacy;
- b. Coordinate stockholder engagements, particularly those where we are the designated lead filer;
- c. File stockholders' resolutions and oversee proxy voting;
- d. Convene commission on Socially Responsible Investments (SRI);
- e. Consult institutions in their SRI efforts.

V) General and Administrative:

- a. Participate in curia staff meetings and periodically attend consultor / superior meetings as requested;
- b. Assist the apostolic planning with regard to social and international ministries;
- c. Provide advice as requested by the Provincial;
- d. Collaborate with other Provincial Assistants in implementing province policies, programs, and procedures.