



Ursuline Education Foundation

JOB POSTING

Never cease to cultivate the vine entrusted to you.

St. Angela Merici

The Ursuline Education Foundation, the Canonical Sponsor of Ursuline schools across the United States of America, is hiring a full-time Associate Director of Mission and Identity effective July 1, 2026.

OVERVIEW OF URSULINE EDUCATION

Ursuline education in the United States began with the arrival of the Ursuline Sisters in 1727 in New Orleans. At the heart of Ursuline education is the Gospel call to mission and the living spirit of St. Angela Merici, foundress of the Ursuline Sisters. As Jesus and St. Angela were both attuned to the needs of those around them, Ursuline education seeks to form servant-leaders, open to and engaged in the ever-changing global reality in which they are called to live and serve. Schools sponsored by the Ursuline Education Foundation (UEF) are called to be faithful to this educational mission and vision. Ursuline-sponsored schools are currently located in Louisiana, Maine, Massachusetts, Missouri, and Texas. Schools in New York and Delaware are on a path towards sponsorship. Other Ursuline schools may be sponsored in the future.

As the Canonical Sponsor, the Ursuline Education Foundation has ultimate oversight in the areas of Catholic/Ursuline Identity for all Ursuline-sponsored schools. The role of the UEF's Office of Mission and Identity is to provide leadership in promoting and integrating the Catholic/Ursuline Identity in Ursuline-sponsored schools and to assist in all areas of that oversight.

POSITION SUMMARY

- Remotely located with a competitive salary offered
- Reports to the Director of Mission and Identity
- Assists the Director of Mission and Identity in promoting the Ursuline and Catholic identity of all sponsored schools and overseeing all responsibilities of the Office of Mission and Identity
- Facilitates the interconnectedness of all Ursuline-sponsored schools
- Builds and maintains relationships with school leadership - especially mission personnel/campus ministers
- Ensures programs of orientation and ongoing formation occur in each school for administrators and all co-workers
- Organizes Catholic/Ursuline Identity resources to be made available to all schools
- Coordinates and oversees the Ursuline Identity Assessment process of accountability for each school
- Oversees, organizes, and attends all virtual and in-person gatherings of role groups
- Travels occasionally to all sponsored schools to represent the Office of Mission and Identity at Board of Trustees meetings and other special events

POSITION REQUIREMENTS

- Deep commitment to:
 - The Catholic faith and traditions, with a willingness and ability to effectively make known the Catholic Church's teachings through the varied expectations of this position
 - The mission of Ursuline education
 - The charism and spirit of St. Angela Merici
 - Servant-leadership
 - The value of the sponsorship relationship between the Ursuline Education Foundation and the sponsored schools
 - Honoring the legacy of the Ursuline Sisters
 - Honoring and promoting the history, traditions, and uniqueness of each sponsored school
- Excellent communication and organizational skills
- Collaborative team and relationship builder
- Creative, strategic, visionary, and self-motivating leadership skills
- The desire to be a lifelong learner, remaining in dialogue with the times
- A deep and meaningful experience in Catholic educational leadership, mission development, and governance, and/or an advanced degree in the field of education/mission development
- Access to a major airport due to national travel requirements

For questions regarding the role, contact the Director of Mission and Identity, Karen Mortillaro, at ursulineschools@gmail.com. Submit a resume to the Chair of UEF, John Grimes, at jgrimes66@yahoo.com by November 14, 2025.

Carry out vigorously and faithfully the charge laid upon you.

St. Angela Merici

