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| Job Title | Mission Formation Consultant |
| Reports To | VP of Mission for Central Services |
| Department | Mission |

**Position Summary**

The Mission Formation Coordinator will plan, design, develop curriculum, facilitate, coordinate and deliver formation programs throughout. This role is also responsible for collaborating with employees and leaders to standardize content and delivery of mission formation opportunities based on identified needs. This position performs duties that support the goals of the Mission Department.

**Essential Functions**

* Plan, design, develop curriculum, facilitate, coordinate, and deliver mission based formation programs for employees and leaders.
* Research, explore, and identify creative and effective methods for delivery of mission formation programs.
* Collaborate with subject matter experts to meet the current and future mission formation needs.
* Collaborate on, and coordinate the development, production, and/or acquiring of resources and materials for mission formation programs, events and conferences related to the Mission Department.
* Partner with Learning Management System (LMS) administrators to utilize the Learning Center platform for mission formation.
* Carry out research relevant to the needs of the Mission Department.
* Manage resources to ensure that services exceed customer expectations, including content on the Mission webpage of the KnowledgeNet.
* Develop, maintain, and provide recommendations for services, processes, and quality improvements for Mission events, programs and educational activities.
* Research, organize, and conduct training programs, seminars, and special programs as directed

**Qualifications**

* Bachelor’s degree or equivalent experience in education, project management, or related field is required.

**Responsibilities, Expectations & Standards:**

* Commitment to the daily application of mission, vision, core values and social principles to serve patients, their families and our community.
* Uphold standards of Communication, Attitude, Responsiveness and Engagement (CARE) with enthusiasm and sincerity.
* Maintain confidentiality.
* Work effectively in a team environment, coordinating work flow with other team members and ensuring a productive and efficient environment.
* Comply with safety principles, Federal and State laws, regulations and standards.
* May be involved on organization committees or boards.