

The Jung Center, Houston, TX

Job Description January 2024

This job description is designed to describe principal elements of the position. It is not intended, nor is it constructed, to be exhaustive in describing all responsibilities, skills, efforts or working conditions associated with the position.

Position Title: Mind Body Spirit Institute Director

Basic Function: Responsible for leading and directing the work of the Mind Body Spirit Institute. This position reports to the Executive Director of The Jung Center.

Commitment: This is a full-time position, 40 hours a week. The payrate for this position is \$65,000/year with benefits.

Education: Master's Degree required, or PhD preferred

General Responsibilities:

- With the Executive Director, develop a vision for MBSI that integrates it with the global work of The Jung Center.
- Continue to strengthen the major initiatives of MBSI:
 - Compassionate Professional/Personal Renewal (CPR) – the consulting work of MBSI
 - Professional Training Program (PTP) – a certificate program for those who serve others in marginalized communities of mental health, health care or spiritual capacities
 - Public Programming through The Jung Center
- Establish achievable goals, objectives, and outcomes for each initiative
- Manage the process of achieving goals and objectives and review regularly with the ED
- Coordinate the measurement of outcomes and evaluation of each program/event, in collaboration with the MBSI Team
- Supervise the development and management of the annual budget for MBSI
- Collaborate closely with The Jung Center's development office in creating and implementing fundraising strategies for MBSI, to be overseen by the development office
- Collaborate closely with The Jung Center's Curriculum Director to shape public programs in the area of mind, body and spirit.
- Collaborate closely with The Jung Center's program logistics staff to execute MBSI programming
- Supervise the support staff of MBSI
- Lead MBSI faculty meetings and cultivate new faculty as needed
- Lead MBSI Advisory Board to support MBSI, meeting three times annually
- Teach on behalf of The Jung Center and MBSI
- Represent MBSI and The Jung Center in media and public relations contexts
- Represent MBSI and The Jung Center at academic conferences and in other professional contexts

Key Competencies and Skills:

- Professional background/teaching experience in mind-body practices, research, and non-profit organizations devoted to improving health and well-being at an individual and/or community level.
- Leadership skills: team player, lead advisory board, lead faculty.
- Administrative skills: manage staff, supervise budget, fundraising

Contact

Send cover letter and resume to Sean Fitzpatrick, executive director, at sfitz@junghouston.org.