



DIRECTOR OF EDUCATION ROLE

www.emmausformation.ca

FT/PT: Part-time, non-exempt

Hours: Average of 12 hours per week

Reports to: Executive Director

Location: Remote (ideally reside in BC, Canada as occasional in-person events happen in the Greater Vancouver area). Other locations across Canada and the U.S. may be considered.

About Emmaus Formation Centre:

[Emmaus Formation Centre](http://www.emmausformation.ca) is a registered Canadian non-profit, providing sacred spaces for people to grow deeper in their relationship with Christ, and be equipped for transformation in life, ministry, and leadership. Our fully online certificate programs in spiritual formation and spiritual direction bring together contemplative practice, theological reflection, and a deeply relational learning serving the church across Canada, the United States, and beyond. We also offer a variety of in-person and online retreats, workshops, seminars and additional resources for the Christian church to grow deeper with God and be equipped for transformation in life and ministry.

Position Summary:

Emmaus Formation Centre seeks a thoughtful and collaborative **Director of Education** to help steward the academic life of our [School for Spiritual Formation and Spiritual Direction](#). This role oversees the integrity, coherence, and delivery of our educational programs, supporting teachers and students while ensuring that courses reflect the mission and spirit of Emmaus. Working closely with the Executive Director and the administrative team, the Director of Education helps cultivate a learning environment that is spiritually grounded, academically thoughtful, and relationally attentive.

This role is well suited to someone who:

- Has a doctorate (minimum Masters) in Practical Theology, Ministry, Spiritual Formation or similar with 10+ years in higher education, ministry, or non-profit education.
- Is deeply passionate about Christian theology, spiritual formation, and spiritual direction.
- Enjoys supporting and encouraging teachers and students, helping them flourish in a fully remote environment.
- Is a proactive, energetic leader, attentive to structure, clarity, and program quality, while also valuing relational and spiritual dimensions of learning.
- Is comfortable working in a collaborative, small-team environment.
- Is confident using online learning platforms and digital communication tools.



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- Resonates with the mission and values of Emmaus Formation Centre.

Key Responsibilities:

- **Program Leadership**
 - Oversee the delivery and coherence of Emmaus' existing curriculum
 - Maintain the annual course schedule and ensure consistency across courses
 - Monitor program quality and recommend thoughtful refinements
 - Ensure courses are delivered effectively in an online environment
- **Faculty & Staff Support**
 - Recruit, orient, and support instructors, Spiritual Directors, and Supervisors
 - Provide coaching and guidance to maintain a consistent and excellent learning experience
 - Contribute to the development of teaching guidelines and practices
- **Student Experience and Community**
 - Host Emmaus Preview events for prospective students
 - Support student engagement through gatherings, practice groups, and formation opportunities
 - Review course evaluations and respond to student feedback
 - Participate in graduations and key program moments, such as the August Student Orientation
- **Program Coordination**
 - Ensure course materials, syllabi, and communications are clear and consistent
 - Work with administration to maintain program records and resources
 - Help ensure smooth use of online platforms (e.g., Zoom, Google Workspace)
- **Continuing Education**
 - Support the development of workshops and learning opportunities for alumni and the wider community

Qualifications:

- Ideally holds a doctorate (minimum of a masters) in Practical Theology, Spiritual Formation, Ministry, Theology, or similar graduate degree.



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- Certification and experience in spiritual direction, preferably with experience as a Supervisor of Spiritual Directors.
- Experience in related program management, preferably in non-profit, ministry or higher education settings.
- Strong organizational skills with high attention to detail, accuracy, and deadlines.
- Able to work with a diverse remote team and interact with team members via digital task management systems and virtual meeting environments.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities in a collaborative environment.
- Technologically savvy with proficiency in Google, Zoom, CRMs, Dropbox, and other online applications.
- Energetic self-starter with ability to work independently.

Additional Remarks:

- Must be willing to abide by [Emmaus' Faith Statement](#) / Community Standards.

To apply for this position, please complete your application here:

<https://form-can.keela.co/director-of-education-job-application>.

You may direct questions to Ann McCallum at ann@emmausformation.ca.