

# Rebecca Ruvalcaba

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574-993-9053 \* 56689 Fairmont Ave., South Bend, IN 46619 \* [rruvalca@nd.edu](mailto:rruvalca@nd.edu)

## Professional Profile

An engaged and service oriented assistant director in campus ministry for five years. Graduate of the University of Notre Dame Master of Divinity program. Professional with ample experiences and trained in various capacities.

- Proficient in Spanish and English
- Trained in Spiritual Direction
- Teaching Experience at various levels including Collegiate level
  - Holy Cross College, Notre Dame, IN
    - Service Learning Experience Course
  - University of Notre Dame, Notre Dame, IN
    - First Year Moreau Course
    - MDiv Pastoral Topics: Multicultural and Latino/Hispanic Ministry
- MDiv Supervisor for Field Placement
  - La Casa de Amistad, 2009 and 2010
  - University of Notre Dame Campus Ministry, 2017-2021
- Development and Execution of Spiritual formation of Pilgrimages to
  - Mexico City, Mexico
  - San Salvador, El Salvador
  - Canto Grande, Peru
- Proficient Grant Writer (A to Z Grant Writing Course at IUSB)

## Professional Accomplishments

### Spiritual Direction Training and Workshops

- University of Notre Dame Summer 2015 & 2016  
Two Summer Workshops - MDiv and Campus Ministry  
Monthly workshops and peer supervision
- Spiritual Formation Society of Arizona February 2021  
Conference and Workshops

### Nonprofit Executive Leadership Program, IUSB,

2009

- Received Certificate of Completion
- Enhanced Executive Management Skills
- Developed a stronger financial system for La Casa de Amistad; reinforced programming and enhanced staff formation and development

### Leadership-SBM, South Bend, IN

2010

- Developed and presented a community Facebook page for governmental agencies.
- Received certificate of completion
- Developed and honed leadership skills for work and community service work.

### Michiana 40 under 40 Award, South Bend, IN

2010

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## Education

University of Notre Dame Notre Dame, IN 46556	Master of Divinity	Graduated May 2017
Holy Cross University Notre Dame, IN 46556	Pre-Masters studies in Theology	Aug 2012 – May 2013
Indiana University of South Bend South Bend, IN 46615	Bachelors of Arts in Psychology Associate Degree in Spanish	Graduated May 2005
Saint Mary's College Notre Dame, IN 46556	First Years Studies in Psychology	Aug 1991 – May 1992

## Work Experience

Asst. Director of Outreach	Campus Ministry University of Notre Dame Notre Dame, IN 46556	July 2016-July 2021
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Support Director of Campus Ministry planning and monitoring progress in multicultural, interfaith and international ministry. Responsibilities include but are not limited to:

- Versed in performance and operations management
- Competent in assuming delegated duties
- Undertaking staffing responsibilities with undergrad student interns and MDiv workers (hiring, training, evaluating, etc.)
- Maintaining scheduling of events
- Represent Campus Ministry when needed in committees, meetings, conferences, etc.
- Create reports and submit them to the Associate Director of Pastoral Ministry and/or Director of Campus Ministry
- Assist in budgeting and monitoring expenses for assigned ministries
- Planning and execution of undergrad student programming and spiritual formation
- Organization and guiding multicultural retreats and Mexico City pilgrimage.

Executive Director	La Casa de Amistad Youth and Community Ctr. 746 So. Meade St., South Bend, IN 46619	Feb. 2007–Oct. 2013
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Management leader for nonprofit. Responsibilities included but not limited to:

- Administrative duties: Hiring and management of 7 person staff
- Programs and strategic planning of the organization
- Fiscal management: budgeting, fundraising, marketing, grant writing
- Community outreach: events, food pantry, case management, etc.
- Working with Board of Directors and staff in supporting and executing the organization's mission
- Serving as the primary spokesperson and maintaining relationships with various organizations and stakeholders in the community.

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Family and Community Specialist      Consortium of St. Joseph/Elkhart Co      Aug 2005-Jan 2007  
Head Start - SBCSC,  
South Bend, IN 46601

Support and advocacy of 65 low-income preschoolers and families. Responsibilities included but not limited to:

- Student registration
- Student assessment: state and federal testing of student advancement administered in English and Spanish
- Home visits
- Community-based family support and education: parent education programs in nutrition, education, etc. in Spanish and English
- Substitute teaching
- Creating reports for the Director; submitted to the state and national reporting systems of Early Education.

Felony Victim-Witness Advocate      St. Joseph County Prosecutors Office      Nov. 1999 – Aug. 2004  
227 W. Jefferson, South Bend, IN

Enhanced prosecution efforts by delivering the highest quality of services to victims and witness in the areas of advocacy and court support. Responsibilities included but not limited to:

- Providing guidance for victims and witnesses through the criminal justice system – court orientation, referrals and translation/interpretation (Spanish-English)
- Supported with drafting victim impact statements for trials
- Assisted families in seeking counseling, safety planning and financial assistance for costs related to their victimization
- Provided case management support and court accompaniment

## Boards and Affiliations

St. Adalbert Parish 2505 W. Grace St., South Bend, IN	Pastoral Council Member	2017 – Current
Student Advisory Committee University of Notre Dame	Staff Advisor	2018 – Current
Coro Primavera de Nuestra Señora University of Notre Dame	Club Advisor	2018 – Current
Diocese of Ft. Wayne/South Bend 1328 W. Dragoon, Mishawaka, IN	Deacon Board Secretary	2020 – Current
Our Lady of the Road 744 So. Main St., South Bend, IN	Board Member	2021 – Current
Moreau Course Work Group University of Notre Dame	Advisory Member	2021 - Current

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## Volunteer work

St. Adalbert Parish	Adult Formation: CRSP, RCIA Retreats Choir Coordinator Lector and EM Coordinator	2003 - Current
Our Lady of the Road	Serve coffee, fold towels, prayer	2019 - Current