

Job Title: Program Coordinator-Domestic
Department: Program
FLSA: Exempt
Date Revised: February 2016



General Summary: Program Coordinators (PCs) are responsible for facilitating the JVC experience in their designated cities. PCs serve as the holistic relationship manager for JVC's vital relationships in the field: Jesuit Volunteers, placement agencies, recruitment contacts, and local formation teams. This work relies on fostering strong relationships and building deep connections with Jesuit volunteers, placement agencies, recruitment and campus contacts, local support and formation teams, Society of Jesus, and other resources in a PC's designated cities.

Accountability: Reports to a Program Manager

Principal Duties and Responsibilities: Relationship Management - Manage and resource key relationships for all JVC contacts and partners in designated cities. Relationships include but are not limited to:

Jesuit Volunteers

- Support Jesuit Volunteers via regular communication and site visits. The relationship focuses on facilitating the JVs' experience during their placement and offering logistical resources to individuals and communities
- Imbue formation of volunteers with ongoing Ignatian spirituality resources
- Provide logistical leadership, planning, and implementation for the regional retreat cohort at orientation and four other retreats throughout the year

Current and potential agency partners

- Manage relationship between JVC and JVC's current and potential agency partners ensuring JVC is providing a vital service in the city
- Participate in application, evaluation, and selection for potential placements applications
- Match applicants with available placements to best meet interests and needs of both; manage follow-up contact
- Effectively use online tools for communication with agencies and applicants and management of process for individuals

City support

- Prioritize relationships with Former Jesuit Volunteers by offering opportunities for ongoing engagement
- Build relationships with local Jesuit communities to further the mission JVC
- Increase JVC's local capacity by collaboration with and support of local formation teams

Potential volunteers and campus contacts

- Develop and sustain relationships with existing and potential key colleges and universities across a range of departments in order to in order to recruit, raise the profile of, and advance the mission of JVC on campuses
- Ensure potential volunteers in designated cities are provided with the opportunity to engage with the mission of JVC through meetings, events, and on-going electronic communications

- Provide content for website and social media to ensure messaging is exciting, encouraging, and relevant for potential applicants
- Accompany potential volunteers through the screening and placement process by reviewing applications from prospective volunteers, conducting potential volunteer interviews, in order to determine acceptance into program

Other Responsibilities

- Participate in staff meetings and supervisory meetings, contribute to regional and national team efforts, attend JVC retreats and in-service programs
- Support the work of JVC as an organization, e.g. outreach and fundraising support, annual meeting attendance, committee participation in the advancement of JVC
- Regularly track relationship information in various database systems
- Manage crisis incidents in the field, including being on-call when emergencies arise
- Other administrative tasks as assigned

Requirements

Education

- Bachelor's degree required
- Graduate degree in theology/ministry, community organizing, social work or related field helpful

Experience

- At least two, preferably more, years of full-time work experience.
- At least one year of full-time volunteer experience with a faith-based volunteer program, including community living preferred; Former Jesuit Volunteer desired
- Experience working with young adults and/or college students in campus settings
- Experience effectively working independently, ideally with remote supervision
- Experience with group facilitation, conflict management, and project management

Knowledge, Skills, Abilities

- Demonstrated initiative and leadership skills
- Strong intercultural communication skills
- Ability to initiate and maintain relationships from a distance
- Commitment to social justice and solidarity with people who are economically poor
- Familiarity with and willingness to promote Catholic faith tradition and Ignatian Spirituality
- Demonstrated skill in prompt and professional verbal and written communication
- Ability to work both independently and in a team-oriented, collaborative environment
- Comfort with technology for virtual teamwork
- Proficiency with Microsoft Office Suite applications
- Flexible, ability to adjust to changing circumstances
- Spanish proficiency a plus

Working Conditions

- Typical work day of 9am to 5pm
- Majority of work with colleagues is by phone, video conferencing or other electronic means. Requires travel to other JVC office locations at least two times/year
- Large amounts of office work; must have the physical ability to sit and stand for long periods of time and perform daily activities from a desk and must be able to operate a computer and other office equipment

- Availability for extensive travel, a minimum of 12 weeks per year, up to 30% of work time

As an inclusive community that continues to actively work towards being an anti-racist organization, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.