

Job Title: Program Coordinator- International
Department: Program
FLSA: Exempt
Date Revised: April 2016



General Summary: The Program Coordinator is the relationship manager for JVC's key relationships in the field: placement agencies, Jesuit Volunteers, and local support personnel. The position implements JVC's mission by facilitating and resourcing the experience of Jesuit Volunteers. This experience relies on strong relationships, commitment and connection to placement agencies, local support, and other resources. Applicants should have Spanish proficiency. This position is based in Washington DC.

Accountability: Reports to Program Director, International Program Office.

Principal Duties and Responsibilities

Relationship Management

- Manages relationship between JVC and sponsoring worksites.
- Manages JVC's relationship with approximately 15-25 Jesuit Volunteers in 4-5 international communities via regular communication and site visits.
- Manages JVC's relationship with local support personnel, including the In-Country Coordinator, Jesuits and women religious, spiritual directors, and other mentors.
- Articulates and implements JVC policy as outlined in the International Program Handbook, including issues of community finances, travel, and housing among others.
- Provides resources around the four values for JV communities and agency partners.

Screening and Placement for Worksites and Applicants

- Participates in application, evaluation, and selection of worksites, including new sites.
- Reviews applications from prospective volunteers, conducts telephone and in person interviews, assesses candidates, and contributes to acceptance recommendation.
- Manages follow up contact for applicants and worksites after an applicant is selected.

Formation Program

- Imbues formation of volunteers with Ignatian spirituality.
- Plans and implements orientation and retreats for volunteers throughout the year. Includes potential public speaking in groups of up to 50 people.

Other Responsibilities

- Participates in and facilitates regular staff meetings, JVC retreats, training sessions, and supervisory sessions.
- Supports the work of JVC as an organization (e.g. outreach and fundraising support, annual meeting attendance, committee participation, supporting partner events).
- Manages crisis incidents in the field, including being on-call with the emergency phone approximately four months per year.
- Other administrative tasks as assigned.

Requirements

Education

- Bachelor's degree required.
- Graduate degree in theology, pastoral ministry, education, social work, international development, or related fields helpful but not required.

Experience

- At least one-year full-time volunteer experience with a faith-based volunteer program, including intentional community living, is required.

- International cross-cultural experience is required.
- Three, preferably more, years of full time work experience is an asset.
- Experience with group facilitation, conflict management, and project management a plus.
- Experience working with young adults a plus.

Knowledge, Skills, Abilities

- Spanish language proficiency. An oral language test will be required.
- Strong 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 Catholic social teaching.
- Demonstrated skill at 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.
- Experience with Ignatian Spirituality preferred but not required.

Working Conditions

- Typical work day of 9am to 5pm.
- Availability for extensive travel - up to 35% of work time (international, domestic, and crisis travel).
- Ability to sustain international travel to remote and often physically challenging environments.
- 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. Must be able to operate a computer and other office equipment. Much work is done by phone, video conferencing, or other electronic means.

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.

<p>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.</p>
