



Country Coordinator
Remote position

General information / Position in the organization

Title:	Country Coordinator (part-time employee)
Office:	Home based
Reports to:	International Program Manager

Job context / Job purpose

Serving as a part time employee of JVC the Country Coordinator (CC) is responsible for facilitating the JVC experience in a community. The CC will assist each assigned volunteer to uphold the covenant and provide support to strengthen the development of JVC values. The CC also plays a role in cultivating the development to the Local Support Team (LST) and supporting the agencies where the volunteers work.

The CC organizes virtual conversations with the JV community periodically, and with individual volunteers. Correspondence should, when appropriate, include LST, agency partners and key Jesuit contacts. Because the CC is not living in the country, communication will be organized at the CC’s discretion and in cooperation with the above stakeholders and taking into account cultural or logistics differences (i.e. time change, internet access, etc.).

The CC acts as liaison between the JVC office and the volunteers, LST, the In Country Coordinator (ICC) and agencies, ensuring that all relevant news reaches all stakeholders. Since the CC will not be living in the country they are supporting, these communications will be done via phone, WhatsApp, email, or other forms of verbal and written communication.

The CC becomes responsible for the volunteers’ journey following Orientation and supports JVs through the completion of their two years of service (The term will vary with early and late departures).

The CC plays an integral role in the implementation of the formation program for JVs by overseeing planning and details for JV-led retreats, supporting the development of community and spirituality nights, and providing further input and support where requested by the International Program Manager (IPM) and Director of Programs (DP).

Although not required to attend Orientation, or travel to the country to hold the Re-orientation/Dis-orientation retreat, CCs may be invited to do so. JVC will cover the costs of travel and accommodation and compensate the CCs in a mutually acceptable measure.

The position involves between 5 and 10 hours of work weekly per community. These hours will be paid at a rate of \$25 per hour.



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Key result area	Responsibilities and Accountabilities	KPI's
1. JV experience	Responsible for facilitating a positive JV experience	<p>Designs a plan to communicate, verbally and in writing, periodically with the volunteers – no less than once a month</p> <p>Records and stores relevant communications with JVs and other stakeholders</p> <p>Reports to IPM or PD any issues that require resolution beyond the scope of the CC role (i.e. JV breach of covenant or significant health issue)</p>
	Responsible for facilitating communications with agencies	<p>Communicates with the agencies and site supervisors periodically – no less than three times a year.</p> <p>Works in collaboration, as needed, with Program Office in facilitating visits to service sites and communities.</p> <p>Records relevant findings (e.g. change in administration or altering of JV job description)</p> <p>Reports to IPM problems with agencies or work experience</p> <p>Develops new partner agencies and generates new work placements that are aligned with the mission and values of JVC if and when requested by JVC (if we were to need more agencies in a given country).</p>
2. JV Formation	Responsible for engaging and developing a Local Support Team (LST)	<p>Researches what the current LST looks like</p> <p>Identifies areas of LST need and strategizes alternative options in coordination with JVs and JVC staff</p> <p>Communicates with members of the LST periodically and updates JVC platforms with pertinent LST updates</p>
	Responsible for contributing to and planning local formation events	<p>Monitors and facilitates ideas in relation to In-Country Orientation</p> <p>Monitors and facilitates ideas in relation to Community and</p>



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		<p>Spirituality Nights</p> <p>Monitors and facilitates ideas in relation to the 2-4 volunteer-led retreats that occur each year</p> <p>Researches local and remote Spiritual Direction opportunities in line with JV interests</p> <p>Participates in planning and execution of ReO/DisO as needed</p>
3. Administration	Responsible for data regarding volunteers and agencies in assigned communities	<p>Keeps agency data current</p> <p>Keeps JV data current</p> <p>Communicates regularly with IPM</p>
	Responsible for cooperating with logistical and administrative tasks	<p>Communicates relevant administrative information to the JVs and agencies</p> <p>Liaises with JVC staff regarding logistical and administrative tasks</p>

Quantitative information/ Scope of the job / Degree of supervision / Authorization levels

- Make decisions regarding dates of community “virtual check-ins”
- Make decisions regarding communication methods as appropriate (quick messages, Dropbox, document sharing, video chats, etc.)
- Makes decisions regarding the best local support available for community
- Oversee the mutual development and satisfaction among JVs and their agencies
- Inform Manager of issues regarding well-being of JVs
- Inform Manager of issues regarding the work experience
- Make contributions to Ignatian formation program

Preferred Characteristics: knowledge, skills and experience

- Familiarity with JVC and commitment to overall mission
- Experience living in the community (or country) where JVs currently serve
- Experience working with young adults
- Experience with group facilitation and conflict management
- Good interpersonal skills and comfort with various constituencies
- Flexible, ability to adjust to changing circumstances
- Comfort level with different mediums of communication (phone, email, WhatsApp, Skype, etc.)
- Strong written and oral communication skills
- Familiarity with Roman Catholic Theology, particularly in the areas of service and justice
- Personal experience of and comfort with Ignatian Spirituality
- Interest in participating in general JVC IP processes (Admissions, Orientation, etc.)