

**Job Title:** Outreach and Engagement Coordinator (Recruiter)

**Department:** Engagement, Partnerships and Outreach

**FLSA:** Exempt

**Reports To:** Director of FJV Engagement, Partnerships and Outreach

**Location:** Two Remote Positions- Central/Southern USA and Eastern USA

(Ideally in Chicago, Detroit, New Orleans, Boston, New York City, Philadelphia or Baltimore)

**Date Revised:** June 2019



**General Summary:** The Outreach and Engagement Coordinators are responsible for promoting JVC, developing and maintaining relationships with college campus contacts, Former Jesuit Volunteers (FJVs) and other partners for the purpose of recruiting and supporting Prospective Jesuit Volunteers (PJVs). Throughout this work, the Outreach and Engagement Coordinator promotes JVC's core values—social justice, simple lifestyle, community and spirituality—in all engagement and programming.

**Principal Duties and Responsibilities:** Relationship building and management – Identify, cultivate and manage relationships with colleges and universities, PJVs and other key constituents.

**Implement a national strategy to recruit PJVs on a year-round basis on colleges and universities campuses**

- Establish and maintain relationships with key contacts at assigned colleges and universities.
- Make phone and written contact with school contacts in order to schedule and arrange publicity and dates for visits to campus ministries, career, volunteer and or multi-cultural offices, classrooms, and service organizations.
- Ensure effective use of time on campus by prepping for each campus visit – internet research, review of past reports and spreadsheets – and by balancing distribution of time between student and personnel interaction while on campus.
- Ensure thorough and timely follow-up to campus visits with contacts and students. Maintain and track ongoing communication outside of the in-person visit.
- Maintain updated reports and information for JVC staff as it relates to college and university contacts.
- Provide content and stories for all JVC social media and communication outlets ensure messaging is relevant and engaging for JVC partners and PJVs.

**Foster in-person relationships and ongoing engagement at colleges and universities, with PJVs, key personnel, FJVs and JVC supporters on location**

- Plan engaging, informative and effective presentations for various types of recruiting techniques.
- Meet one on one with PJVs on campus who are discerning a year of post-grad service and accompany them through relational ministry.
- Develop personal stories of JVC, incorporated with facts about JVC, in order to be prepared to speak to a variety of audiences for varied lengths of time.
- Study and learn all aspects of the JVC program, so as to be fully prepared for representing and improving others' understanding of JVC accurately with all constituents.
- Work with FJVs, and other constituents, to actively engage and connect them to recruiting efforts.

**Assist in the implementation of Application Processing and Screening**

- During specific times of the year, assist during the screening & placement process; duties include, but are not limited to, learning and using the SurveyMonkey Apply online application system, contacting applicants, answering application questions, responding to electronic issues.
- Conduct discernment calls with prospective JVs.

## Requirements

### Education

- Bachelor's degree or equivalent work experience, preferably in communications, ministry or a related field

### Experience

- Former Jesuit Volunteer (serving 1-2 years as a volunteer with JVC)
- Experience with public speaking opportunities
- Experience or sincere comfort with cold calls and self-introduction
- Demonstrated experience relating to individuals of varying age, religious, political and cultural backgrounds.

### Knowledge, Skills, Abilities

- Valid Driver's License
- Passion for JVC and commitment to overall mission
- Passion for engaging and interacting with people, outgoing and friendly
- Strong interpersonal and intercultural skills and comfort with various constituencies
- Strong pastoral skills to be able to accompany PJVs in vocational discernment
- Ability to travel extensively and comfort with various accommodations, such as Jesuit and JV communities
- Ability to self-motivate, work remotely in a team and independently, and show initiative
- Proven commitment to advancing racial equity principles and practices in an organizational setting
- Demonstrated leadership skills and ability to be accountable for achieving goals and outcomes including regular collection and analysis of data and reporting
- Comfort and willingness to promote the Catholic faith, Ignatian Spirituality and Social Justice tradition
- Demonstrated skill in prompt and professional verbal and written communication
- Familiarity with utilizing technology for virtual teamwork
- Proficiency with Microsoft Office Suite applications
- Flexible, ability to adjust to changing circumstances
- Familiarity with database management and social media

### Working Conditions

- Typical work day can be erratic, expectation to work 5 of every 7 days, availability to work evenings and weekends when required
- Large amounts of travel; must have comfort with all modes of transportation including sitting in a car or on a commercial airplane for long periods of time
- Must have the physical ability to sit and stand for long periods of time and perform daily activities from standing for presentations to operating a computer and other office equipment
- Must have access to a personal vehicle to use for regional travel, will be reimbursed for travel accrued expenses
- This position's work is cyclical; at certain times the workload is significantly greater than at others.

***As an organization committed to advancing racial equity and inclusion, 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.