

Job Title: Area Manager
Department: Program (Domestic Program)
FLSA: Exempt
Reports To: Director of Programs
Location: Remote Position (East Coast)
Date Revised: April 2020



General Summary: The Area Manager of the Jesuit Volunteer Corps is a key member of JVC's Domestic Program Team and JVC's presence regionally, providing management and oversight of a regional cohort of Jesuit Volunteers, In City Coordinators and Local Formation Teams. The Area Manager will provide valuable insight into the development and implementation of the JVC program, regional relationships, and retreat implementation. This work relies on fostering strong relationships and building deep connections with Jesuit Volunteers, placement agencies, Local Formation Teams, and other resources within each city.

Locations: JVC intends to hire an Area Manager based on the East coast where Jesuit Volunteer communities currently exist. These locations include but are not limited to: Baltimore, Philadelphia, NYC, and Boston.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Domestic Program Operations

- Provide input into national and regional vision of JVC program
- Manage projects that will have impact on all domestic JVs including but not limited to Local Formation Team development, program assessment and evaluation, and agency partnerships
- Develop, coordinate, and implement formation strategies within the context of the overall vision and mission of the Jesuit Volunteer Corps

Volunteer Support and Formation

- Provide direct support and guidance to Jesuit Volunteers in designated area via regular communication and site visits
- Articulate, enforce and provide ongoing training on JVC policies and procedures
- Provide on-going resources to support JV communities directly and Local Formation Teams in order to foster and deepen their commitment to JVC's four values
- Act as a liaison between JVC and placement agencies to support the work of volunteers, stay current on volunteers performance and ensure there is follow-up and communication with agency supervisors if concerns arise
- Support JVC's Finance Team with logistics and information surrounding volunteer housing, transportation, and community budgets
- Implement annual formation program through the organization, planning, facilitation and evaluation of five retreats annually (local, regional, and national).
- Manage incidents and crises in the field, including being the responsible party on-call when emergencies arise, providing support, documentation, communication, and referring to additional resources when necessary

Supervision of In City Coordinators

- Supervise part-time In City Coordinators who facilitate the JVC experience in their designated city
- Implement regular communication structures to ensure In City Coordinators are kept up-to-date on all information relevant to the JV experience
- Implement and facilitate training for In City Coordinators as needed
- Review and approve all In City Coordinator timesheets
- Provide direct counsel and guidance around JV and community issues that arise
- Conduct annual performance evaluations of In City Coordinators

Relationship Management

- Foster regional relationships including, but not limited to, FJVs, Jesuits and local supporters with a focus on increasing the local capacity to support JVs, FJVs, and partners to grow JVC's presence in the region
- Coordinate and communicate with internal JVC teams on program news and donor related activities
- Facilitate a sustainable and consistent communication plan with JVC's agency partners across the region, including recruitment and screening of new partners
- Provide clarity of roles and evaluation of performance for all local supporters to ensure quality of JV experience across the region
- Support the Engagement, Partnership, and Outreach Team by fostering relationships with key campus contacts for the local support of the JV community and ongoing recruiting work.

Screening and Placement for Agencies and Applicants

- Support JVC's Admissions Team by participating in the screening and placement process for potential volunteers including but not limited to: application review, conducting interviews, providing content for and facilitating discernment webinars, and on-boarding communications
- Communicate application deadlines and information regarding the Agency Application process to agency supervisors in designated region
- Provide feedback to the Admissions Team related to agency placements and JV job descriptions
- Ensure the development of existing and new agency partners across designed region, identifying agencies that align closely with JVC's mission and offer opportunities to diversity placement options for each city

Requirements

Education

- Bachelor's degree or equivalent experience required (Counseling, Human Services, Theology, or related field)
- Master's degree or equivalent experience highly preferred (Divinity, Social Work, Pastoral Ministry, or related field)

Experience

- Minimum of five years' relevant work experience, preferably in campus ministry, residence life, counseling, or non-profit organization
- At least one year in intentional community living or volunteer experience required; Former Jesuit Volunteer or alumnus of a faith-based volunteer program highly preferred

- Experience working with young adults and/or college students in university settings
- Experience effectively working independently and with remote supervision
- Experience with group facilitation and retreat planning
- Experience and comfort with conflict management and crisis/emergency response
- Experience supervising staff particularly staff working remotely
- Demonstrated experience relating to individuals of varying age, religious, political, and cultural backgrounds

Knowledge, Skills, Abilities

- Familiarity with JVC and commitment to overall mission
- Demonstrated initiative and management skills
- Ability to work at a strategic level
- Success in public speaking, group facilitation, conflict management, and project management
- Proven commitment to advancing racial equity principles and practices in an organizational setting
- Understanding, training in, and ability to articulate key points of Ignatian Spirituality
- Outstanding interpersonal skills, intercultural communication and comfort with various constituencies
- Ability to multi-task and work both individually and as part of a team
- 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
- Willingness to take initiative and be creative

Working Conditions

- Schedule may vary, typical work-day 9am-5pm, including evenings and weekends as needed
- Must have the physical ability to sit and stand for long periods, to perform daily activities from a desk and to operate a computer and other office equipment
- Ability to travel minimum of 8-10 weeks per year for retreats and site visits

Application Deadline: Friday, May 15, 2020 (or until the position is filled.) To apply send a cover letter including salary requirements and a resume to careers@jesuitvolunteers.org.

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>
