



Job Title: Engagement and Outreach Coordinator (Recruiter – East Region)

Department: Engagement, Partnerships and Outreach

FLSA: Exempt

Reports To: Director of FJV Engagement, Partnerships and Outreach

Location: Remote Position

(Ideally in the Eastern United States: Boston, New York City, Philadelphia or Baltimore)

Date Revised: June 2020

General Summary: The Engagement and Outreach Coordinator (EOC) is 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 EOC promotes JVC's core values—social justice, simple lifestyle, community and spirituality—in all engagement and programming.

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.

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

In collaboration with the Engagement and Outreach team, 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.
- Communicate, arrange, and prepare for in-person and virtual recruiting events with campus ministries, career, volunteer and multi-cultural offices, classrooms, and service organizations.
- Ensure thorough and timely follow-up to campus visits with contacts and students. Maintain and track ongoing communication outside of the event.
- Maintain updated reports and information through the database for JVC staff as it relates to college and university contacts and PJVs.
- Provide content and stories for all JVC social media and communication outlets to ensure messaging is relevant and engaging for JVC partners and PJVs.

Foster relationships and ongoing engagement (both in-person and virtually) at colleges and universities, with PJVs, key personnel, FJVs and JVC supporters

- Plan engaging, informative and effective presentations for recruiting events including tabling, classroom visits, and post-liturgical announcements.
- Meet one on one with PJVs on campus who are discerning a year of post-grad service and accompany them through relational ministry.
- Study and learn all aspects of JVC's Formation Program to be 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.
- Collaborate, support and connect with FJVs through programming, regional specific FJV events and key alumni initiatives.

Assist other JVC Departments and Partner Organizations with engagement and outreach support

- Assist Admissions team with Screening & Placement by conducting discernment calls and accompanying PJVs
- Assist Program team through retreat support, regional communication between all constituents, and agency development
- Assist Communications and Development team with JV engagement through various channels, including Welcome Calls, content creation, and social media support
- Support Administration and HR with logistical information surrounding expenses and budgeting
- Collaborate with external partners and peer organizations such as Catholic Volunteer Network, Ignatian Solidarity Network, the Association and Jesuit Colleges and Universities, and similar service programs

Requirements

Education

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

Experience

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

Knowledge, Skills, Abilities

- Commitment to advancing racial equity by engaging in dialogue and reflection to understand how individual, social and cultural racism manifests itself and the work we need to do individually and as an organization to be anti-racist
- Passion for JVC and commitment to overall mission
- Passion for engaging and interacting with people, outgoing and friendly
- Valid Driver's License
- 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 or FJV residences
- Ability to self-motivate, work remotely in a team and independently, and show initiative
- 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
- Flexible, ability to adjust to changing circumstances
- Familiarity with database management and social media

Working Conditions

- Typical workday can be fluid, expectation to work 5 of every 7 days, availability to work evenings and weekends when required
- Significant 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/or 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 local 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.

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.