



**JESUIT VOLUNTEER CORPS
NORTHWEST**

PARTNER AGENCY APPLICATION GUIDELINES 2021-22

JESUIT VOLUNTEER CORPS NORTHWEST
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IMPORTANT INFORMATION ABOUT THE PARTNER AGENCY APPLICATION

Thank you for your interest in partnering with Jesuit Volunteer Corps (JVC) Northwest!

JVC Northwest Philosophy of Partnership

JVC Northwest invites partnership with organizations and communities that respond to local needs in the Northwest. Our partnership provides value-added service, capacity-building, and accompaniment to agencies, particularly those invested in deepening their diversity, equity, and inclusion lens and practices. Through their service, volunteers contribute to the mission of each of our partners. JVC Northwest and partner organizations share collective power in order to co-create structural and cultural change needed for true equity.

JVC Northwest Philosophy of Service

JVC Northwest recruits, places, and supports individuals interested in engaging with a service that does justice. Led by the communities and individuals with whom they serve, volunteers utilize and build on their skills to address pressing social and ecological needs across Northwest locales. The JVC Northwest volunteer experience is grounded in the Ignatian tradition of praxis; while volunteers serve alongside and accompany communities, they also rigorously reflect on and analyze social structures and cultures that contribute to inequity in order to co-create a more just and equitable world. Intentional community, spiritual nourishment, and authentic relationships enrich the JVC Northwest volunteer experience. Our volunteers transform into lifelong agents of change within their spheres of influence where they continue to work for a just and equitable future.

JVC Northwest's partnership with AmeriCorps

JVC Northwest has received funding from AmeriCorps since 2010. Due to this grant from the AmeriCorps, most Jesuit Volunteers are also AmeriCorps members. JV AmeriCorps members receive a living allowance for living expenses and after completing their term are eligible to receive an Education Award to put toward school loans or future education. For ease in reading, the term JV/AmeriCorps member is used throughout this document to refer to both JVs who are AmeriCorps members and JVs in independent (non-AmeriCorps) placements.

Application Process Overview

Agencies interested in having a JV/AmeriCorps member during the 2021-22 service year must submit the Partner Agency application by MONDAY, NOVEMBER 16, 2020.

New and Returning Partner Agencies can apply online: <https://jvcnorthwest.org/request-a-jesuit-volunteer/>

A complete application for both new and current Partner Agencies includes:

- An annual Site Visit (in-person or virtual) with a JVC Northwest staff member (Program Coordinator or other staff member)
- Application Form Submitted Online, including the following information:
 - Detailed Agency and Program Information, including financial information
 - A detailed JV Position Description for each JV/AmeriCorps position
 - Financial Information and commitment to agency fees

A Note to current Partner Agencies:

- Your agency must resolve any/all outstanding compliance issues relating to the current and recent past program years (2019-20 or 2020-21) or jeopardize continued partnership during our 2021-22 program year. Compliance includes having submitted all due payments, contracts, agreements, assessments, etc. to JVC Northwest; meeting with a JVC Northwest staff member for a site visit; and participating in all mandatory webinars and meetings.
- If your agency is currently on a Discernment Year, you will be asked to comment on progress made on the goals outlined in your 2020-21 status letter in the application. If you do not know your agency's status, contact Sarah Jones (sjones@jvcnorthwest.org), Associate Director, JV Program, for a copy of your 2020-21 Status letter.

DETERMINING THE ROLE OF A JESUIT VOLUNTEER/AMERICORPS MEMBER AT YOUR AGENCY

Most JVC Northwest Partner Agencies qualify to be AmeriCorps operating sites. **Partner Agencies where the JV/AmeriCorps member is engaged in certain activities such as advocacy and direct pastoral ministry do not qualify to be AmeriCorps operating sites**; however, they may be considered as Independent placement sites for a Jesuit Volunteer who is not an AmeriCorps member. It is important that *all* Partner Agencies understand the AmeriCorps requirements and their ability to meet them.

In the Partner Agency Application it is important to demonstrate how the JV/AmeriCorps member will meet critical and compelling needs in the local community and enhance the mission of your agency without displacing or replacing employees or volunteers. By providing accurate and detailed responses in the application, as well as by completing a detailed JVC Northwest Position Description, the Partner Agency provides important information for JVC Northwest as we place JV/AmeriCorps members and provide documentation to AmeriCorps.

In accordance with JVC Northwest and AmeriCorps provisions, JV/AmeriCorps members are distinct from employees and volunteers. While serving at a Partner Agency, JV/AmeriCorps members are not eligible for these activities:

- JV/AmeriCorps members cannot displace an employee or volunteer and/or duplicate services provided by employees of the Partner Agency; this prohibition includes substituting for absent staff and “covering shifts” or “covering the phones/front desk” normally filled by other staff.
- The JV/AmeriCorps member is not to be involved in administrative duties that are not specified in their JVC Northwest Position Description and that are not specifically in support of their direct service.
- The JV/AmeriCorps member is not to be involved in fundraising work, except to spend a minimal amount of time helping secure in-kind donations that directly benefit their program activities. Fundraising includes marketing for fundraising events, researching grant proposals, etc.
- If serving at an AmeriCorps placement site, JV/AmeriCorps members will not engage in Activities Prohibited by AmeriCorps, information about which is available [here](#).

Placements should fit into one (or more) of the following categories:

- **Advocacy and Structural Change:** Independent (non-AmeriCorps) JVs may serve in a Partner Agency that exclusively practices advocacy, structural change, and policy work. In this case, the JV should serve 40 hours doing community organizing, research, policy making, education, and communication with stakeholders and/or local and governmental organizations.
- **Education:** The JV/AmeriCorps member serves by providing academic supports to engage students (enrolled in grades K-12 in schools with a majority of economically disadvantaged students and/or a majority of children with special or exceptional needs). Direct service in this field includes completing projects that directly build the capacity of these programs, as well as relevant paperwork (i.e. lesson plans, grading).
- **Environmental/Ecological Justice:** A JV/AmeriCorps member in an ecological placement should serve directly with the local land (i.e. through restoration and conservation efforts) and/or serving the publics with whom the agency collaborates for the purpose of education, and helping build the capacity of these programs. Direct service includes volunteer coordination or education with the local community.
- **Health Care:** The JV/AmeriCorps member serves by providing health services for individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas, by utilizing preventive and primary health care services and programs. Direct service in this field includes completing projects that directly build the capacity of these programs, as well as relevant paperwork (i.e. charting, discharging patients).
- **Ministry:** A JV may serve in an Independent (non-AmeriCorps) placement within a pastoral ministry or religious education role at a Partner Agency. In this case, the JV should serve in direct service and capacity building

through service in religious education, catechesis, youth groups, sacramental preparation, liturgy, and other projects and tasks related to pastoral ministry.

- **Social Services:** The JV/AmeriCorps member should serve directly with persons unable to provide for their own basic needs, persons alienated from their family and their larger community, or persons lacking access to personal and professional development that would potentially empower them to be leaders within their tradition and heritage. Direct service in this field includes completing projects that directly build the capacity of these programs, as well as relevant paperwork (i.e. case notes).

FINANCIAL COMMITMENTS TO JVC NORTHWEST

For the upcoming 2021-22 Program Year, we will continue with our tiered placement fee structure based on number of years of partnership by JV position. Tier 1 is a first-year position, Tier 2 is a second-year position, and Tier 3 is a position in year three or beyond. We have been informed by AmeriCorps that the Living Allowance provided to JVs will increase by almost 6% to \$15,100 for the upcoming 2021-22 program year. At this point, we anticipate having similar increases in our placement fees. As always, our costs are dependent on renewed AmeriCorps funding. Additionally, Partner Agencies pay a \$140 retreat fee and pay for the JV/AmeriCorps members' transportation to their permanent residence or new residence at the end of the service year. JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation. If a Partner Agency is hosting a returning Jesuit Volunteer who is an Independent (non-AmeriCorps) member, they agree to provide a \$300 bonus for a JV serving a second year and a \$500 bonus for a JV serving a third year. Agencies pay this bonus directly to the JV. JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation.

FREQUENTLY ASKED QUESTIONS

When is the application deadline?

All pieces of the Partner Agency Application are due midnight Monday, November 16, 2020. We encourage early submission to ensure that we can help you troubleshoot any technical difficulties that may arise.

Is the application the same as last year (Fall 2019 application season)?

Yes! JVC Northwest is excited to be entering our second year with our portal-based system, Knack, for the 2021-22 Program Year application. Each agency contact will have a user name and password when the application is live that can be used to access their application. Once you log on, you will be able to view the current agency information we have on file for your agency. You will be prompted to update that information, as needed as well as input new information about your agency, program, and position. Programs within in the same agency will be able to view the same agency information and edits will be reflected amongst all programs. Additionally, you can add additional programs to one complete application for your agency.

We are a current/returning Partner Agency, how can we add additional users for the portal?

At the login page, click on "Sign Up as a Partner Agency Contact." Complete the fields on the next page (first name, last name, email, password, and confirm password). Then find your agency name in the drop down list of partner agencies. Click "Submit." When you click "Submit," JVC Northwest staff will be notified of your request for access to your agency's account. Within 1-2 days we will review your request and notify you of your access. If your agency is not listed on the drop down list of partner agencies, contact Associate Director, Sarah Jones, sjones@jvcnorthwest.org to get your agency account activated.

We are a new Partner Agency, how can we get user names and passwords to log on to the portal?

If you are a new agency, please email Sarah Jones at sjones@jvcnorthwest.org indicating an interest in completing a partner agency application. Please provide the full name of the agency as well as the names of any users who will need access to the system in order to complete the application. Please include the users' first name, last name, and email address. *Note: New log in and accounts will not be issued after Monday, November 9 (one week prior to application closing date) so activate your account early.*

Can I fill the application out in multiple sittings?

Yes. When you are logged in to the portal, you can work on your agency, program, and position specific information. There is an option to save within each portion of the application. Once your application is complete the entire application, you can submit it online. We have heard from users, that to avoid error messages, the tabs of the application should be completed in order left to right (Agency, Financials, Program(s), Position(s), Submission).

What happens when I select the “Submit” button at the end of the application?

Please make sure your application is fully complete and that you are connected to the internet before hitting the “Submit” button. Once this button is clicked, your application will automatically be sent to JVC Northwest. If you accidentally send the form before the application is complete, please email program@jvcnorthwest.org to notify our office and get your application reopened. Additionally, if you are an agency that has multiple programs applying for a position, please ensure all program specific pieces are complete before submitting the full agency application and identify a designee at your agency to complete the final submission by the deadline. JVC Northwest is not able to consider unsubmitted applications.

What if I am applying for multiple JV/AmeriCorps members?

New for the 2021-22 application process, partner agencies will submit one agency application for multiple positions either within or across programs. Individual program information must be entered for each position, but one application will be submitted overall for each agency, regardless of number of JV/AmeriCorps positions applied for.

NOTE: We may not fund all of your requested JV/AmeriCorps positions. If you are applying for more than one JV/AmeriCorps member, please be in contact with your Program Coordinator to identify the priority of positions for your organization.

What financial statements should I submit as part of my application?

JVC Northwest asks new Partner Agencies to submit a copy of their agency’s and (if different from agency) program’s most recent financial statements (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss Statement). At minimum, submit the final financial statements of your last fiscal year and, if possible, include your most recent audited financials. Audited financials are statements that have been prepared and certified by a Certified Public Accountant (auditor). In addition to these statements, please also enter the information for your Agency’s Income, Expenses, and Change in NET Assets from your most recent financial statements. If you are a current/returning Partner Agency, you will be prompted to complete some financial information, but will not be required to submit a Statement of Financial Position and Statement of Activities and/or Profit and Loss Statement if we already have previously audited financials.

What position description should I submit as part of my application?

For a full answer to this question, please read the Position Description Guidelines included in this document and review sample position descriptions on our website. We require all agencies to submit a detailed position description as part of their application. This helps us streamline our application process and ensure AmeriCorps compliance. Because we use your brief position description(s) as the basis for our web postings about your position(s), please use compelling language and write in complete sentences. If you have questions or are interested in receiving feedback about how to make your position description more compelling or compliant with our AmeriCorps requirements, please reach out to the Program Coordinator for your area:

Communities	Program Coordinator	Email Address
Anchorage, Bethel, Juneau, Sitka	Adrianna Horsey (she/her)	ahorsey@jvcnorthwest.org
Ashland, Hays, Billings, Missoula, Omak & St. Xavier	Dana D’Onofrio (she/her)	ddonofrio@jvcnorthwest.org
Bend, Gresham, Hood River/Odell, Spokane, & Yakima	Matt Ferguson (he/him)	mferguson@jvcnorthwest.org
Portland (Morris House), Seattle, Tacoma	Michelle Manning (she/her)	mmanning@jvcnorthwest.org
Aloha and Portland (Mac House)	Mo Wieser (she/her, they/them)	mwieser@jvcnorthwest.org

What information goes on the JVC Northwest website to advertise my position(s)?

We use information including the brief position description, essential tasks, educational and driving requirements, preferences, mental/physical performing elements, and language needs on our website.

Tips for a compelling Position Description:

What to include:

- **Dynamic Brief Position Description:** Offer a dynamic and accurate “brief position description” that enables a JV/AmeriCorps applicant to understand the service entailed. This will appear on our website and can at times be a strong determining factor in the position’s popularity with applicants and eventually the best fit of an applicant for your role.
- **Language needs other than English:** Please read the language assessment to accurately represent the language level needed or preferred to perform the duties of the position. You will be given the chance to conduct part of interview with an applicant in any additional required language during our applicant matching process.
- **Clear and Unique Position Title:** Include the position title (subject to approval by JVC Northwest). Create a position title that is clearly distinct from staff, such as Coordinator, Educator, Specialist, or Project Coordinator. See below for what language is prohibited.
- **Accurate picture of what the Position will look like:** The position description helps our JV applicants discern whether to join our program and accept a position within your agency. It’s important that the position description gives them a clear picture of the actual service you’d like them to perform, including the amount of time spent engaged in direct service versus program development and planning.

What to leave out:

- **Prohibited Position Titles:** JV/AmeriCorps members are required to serve in unique, capacity building roles, therefore the title “assistant” is not appropriate. Additionally, JV/AmeriCorps members are required to be engaged in non-partisan service, the term “advocate” even if your agency uses different definition for “advocate” it can be a flag for our auditors, so cannot be used. Since JV/AmeriCorps members should be in support and capacity building roles to staff, professional titles such as Manager, Director, and Teacher are generally not appropriate.
- **The verb work:** JV/AmeriCorps members serve your organization, they do not “work on tasks, work with coworkers”, etc. Other suitable language could be: “JV daily tasks include monitoring emails” or “processing client intakes” and “collaborate with program staff” to name a few examples. It is ok to name previous work experience in the required or preferred qualifications to indicate previous experience.

Whom should I contact if I have further questions?

Please contact Associate Director, JV Program, Sarah Jones at sjones@jvcnorthwest.org with further questions.

PARTNER AGENCY APPLICATION TIMELINE 2021-22 PROGRAM YEAR

October 7	Partner Agency Application available online
November 16	Application Deadline for Partner Agencies All Partner Agency Application materials are to be received online by the JVC Northwest office via Knack (online application platform).
December-January	Agency Application Review, Clarification and Selection Process JVC Northwest staff will begin following up with applicants regarding Position Descriptions and other application questions.
January 28-February 1	Status Letters Emailed to Partner Agencies Partner Agencies will be informed by email of their selection results, as well as whether the service placement qualifies as an AmeriCorps operational site.
Mid-February to mid-July	JV/AmeriCorps member Screening and Placement Process Starting in January, JVC Northwest staff screens prospective JV/AmeriCorps members for suitability to the JVC Northwest program. In mid- February through mid-July, Partner Agencies begin reviewing applicants for suitability for the JV/AmeriCorps member positions. More information about this process is available in our Partner Agency & Site Supervisor Handbook.
May/June	Mandatory, Annual Site Supervisor Training Webinar AmeriCorps sites return completed Site Supervisor Contracts to JVC Northwest
July 1	Signed Site Supervisor Contracts, Placement Agreements, Memoranda of Understanding and Certificates of Liability Insurance due to JVC Northwest
Early August	JVC Northwest JV/AmeriCorps member Orientation When travel is safe and possible, this required five-day training near Portland, OR, is an opportunity for the JV/AmeriCorps members to prepare for their year, to learn more about JVC Northwest, and to meet those with whom they will share their experience. In times where gathering is not possible, this Orientation occurs virtually over a similar period of time
Early August	JV/AmeriCorps members transition to locales JV/AmeriCorps members travel from the JVC Northwest Orientation site to their placement locales. They settle into their new living situations and become oriented to the area.
Mid- August	First day of service for all JV/AmeriCorps members <i>(note: JV/AmeriCorps members are not eligible to begin any aspects of their service before this date)</i>
During the Year	There are up to five JVC Northwest retreats (two regional retreats, one in locale retreat, and two program wide retreats for BIPOC (Black, Indigenous, People of Color) identified JVs) during the year, which the JV/AmeriCorps members are expected to attend. Specific information about each retreat is provided seasonally and dates are set at the start of the program year.
May 31, June 30, and July 31	Last Day of Service for 2021-22 JV/AmeriCorps members. May 31 st for 10 month, June 30 th for 11 month, positions and July 31 for 12 month JV/AmeriCorps positions.