



May 2021

Greetings!

Thank you for your interest in the JV Flex Program Coordinator (FPC) position with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the Program Coordinator position and a fact sheet about JVC Northwest. **Hiring personnel will begin reviewing applications on June 19, 2021. After that date, applications will be reviewed on a rolling basis until a successful candidate is found.**

JVC Northwest office is based in Milwaukie, Oregon, and the FPC position is primarily remote, with work based in the Portland, Oregon and Seattle, Washington metro areas. Our staff works closely with one another in a collegial environment, and the work requires both independent and team efforts. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality/reflection. JVC Northwest is committed to continually building a just and equitable workplace as a part of our vision of the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

JVC Northwest's benefits include an employer sponsored 401K retirement plan after three months' employment, 12 paid holidays, 15 days of vacation accrued annually, paid sick time, and retreat time. All positions with JVC Northwest are at-will positions, with no contracts.

To apply, please send the information listed below electronically to info@jvcnorthwest.org as attachments titled with your last name and Flex Program Coordinator in the subject line. Please include:

1. Cover letter addressing the requirements and qualifications in the position description.
2. Your complete resume.
3. The names, phone numbers, and email addresses of three professional references and one personal reference.
4. List of questions you may want to ask about this job at an interview and how you heard about the position.

We will screen applications and schedule interviews in late June. We anticipate the Flex Program Coordinator will start in early July.

Sincerely,

Ben Carver
AmeriCorps Program Manager



JESUIT VOLUNTEER CORPS NORTHWEST

POSITION DESCRIPTION

Job Title: JV Flex Program Coordinator (FPC)

Status: Part time, non-exempt, at-will employee, AmeriCorps

Reports To: AmeriCorps Program Manager

Updated: May 2021

Salary range: \$20,000 to \$22,000

Position Summary

The Program Coordinator (PC) is the primary representative of Jesuit Volunteer Corps (JVC) Northwest in the communities where there are Flex Jesuit Volunteer (JV) AmeriCorps members, serving as a resource and facilitator to sustain a meaningful JV AmeriCorps member experience for the local Flex JV cohorts and individual JV AmeriCorps members serving in the JV Flex Program. The Flex PC is remote, with consistent travel to Portland, Oregon and Seattle, Washington metro areas, as well as occasional travel to the JVC Northwest office in Milwaukie, Oregon. The PC also has responsibilities in the selection and maintenance of ongoing relationships with partner agencies; planning and presentation of Orientation and retreats for JV AmeriCorps members; recruitment and selection of JV AmeriCorps members; site monitoring for JV AmeriCorps placements; development of local support systems for the JV communities; relationship building with the diverse publics associated with JVC Northwest; and documentation, tracking, and other organizational tasks. This is a leadership position requiring independent judgment yet the ability and desire to work as part of a team, as well as take direction and implement decisions made by others. The Flex PC reports to the AmeriCorps Program Manager, works in teams with other AmeriCorps Program staff and JV Program Coordinators, and follows the guidelines laid out in the Program Coordinator Handbook. The FPC is a 15-20 hours/week (0.5 FTE) position, working primarily Monday through Friday, hours as arranged with the AmeriCorps Program manager.

Duties and Responsibilities

The Flex Program Coordinator will:

Be responsible for Jesuit Volunteer support during the program year.

- Support and engage each JV AmeriCorps member to fulfill their service and to integrate their individual and community lifestyle with the JVC Northwest mission and values.
- Be a supportive resource for the JV AmeriCorps members and assist in problem solving.
- Identify diverse, inclusive resources in the local communities such as mentors, spiritual directors, and counseling resources.
- Make scheduled area visits to both JV locales during the year.
- Travel for significant periods of time in the fall and winter for area visits with each community.
- Maintain ongoing contact through phone calls and e-mail.

Be responsible for partner agency selection, relationship building, and site monitoring.

- Seek out potential service placements that respond to local community needs where our JV AmeriCorps members live and serve.

- Maintain alternate placements, assess inquiries from agencies requesting JV/AmeriCorps members with the JV and AmeriCorps Program Managers, and determine service placements for the coming JVC Northwest year in collaboration with other JVC Northwest staff.
- Be the primary representative of JVC Northwest to placement agencies and supervisors, and maintain ongoing, sustainable relationships with each.
- Monitor each JV AmeriCorps member's position, service site, and performance for compliance with JVC Northwest agreements and values.
- Meet formally, at least once, with each JV AmeriCorps member and the site supervisor in their region of responsibility for a mutual evaluation.
- Document any changes during the service year in collaboration with other JVC Northwest staff.

Be responsible for JV retreats and orientation:

- With the support of the AmeriCorps Program Manager, plan, schedule and implement the retreat program, Orientation, monthly cohort meetings, and other individual or group activities as needed for the JV AmeriCorps members.
- Coordinate regional retreats and monthly cohort meeting duties:
 - create an inclusive and welcoming environment for all JV AmeriCorps members,
 - arrange facilitation,
 - secure retreat sites,
 - coordinate prayer services and reflection spaces,
 - plan menus,
 - purchase food,
 - budget costs,
 - request checks for payments,
 - manage the events,
 - connect with JVs, and
 - solicit feedback through evaluations.
- Assist with travel arrangements for the JV AmeriCorps members, per region needs.
- Provide and support a process of reflection to close the JVC Northwest Flex Program service year.

Be responsible for volunteer recruitment, selection, and placement.

- Review applications and conduct phone interviews with diverse applicants who are discerning a JV year.
- In collaboration, select and place applicants who will offer value-centered service to the communities we serve throughout the Northwest.
- Maintain communication with applicants and partner agencies throughout the matching process.
- Assist recruitment efforts locally in collaboration with our Recruitment team and Partner Agencies.

Be responsible for the JV support network and public relations.

- Recruit and select local support people who represent or can navigate the rich diversity of the communities we serve.
- Select at least two formal support persons for each JV community, monitor and keep them informed about their role and responsibilities, and maintain close, frequent communication with them.
- Help facilitate more informal support networks for the JVs with former Jesuit Volunteers, Jesuits, local parishes, and others.
- Maintain contact with the various "publics" of JVC Northwest and key people in each locale.
- Participate in and assist with gatherings of former Jesuit Volunteers and others.

Be responsible for JV Program documentation and record keeping.

- Maintain up-to-date files and database records for agencies during Agency Selection and Area Visit.
- Maintain up-to-date files and database records for JV applicants during JV Selection and Placement.

- Maintain up-to-date files and database records for Support People.
- Keep records in compliance with organizational policies and procedures.
- Document important decisions and actions and track them in the appropriate databases as well as in appropriate paper and electronic files.

Be responsible for other organizational responsibilities.

- Participate in the staff community, including prayer/reflection, staff meetings, staff days, environmental stewardship, and collaboration on organizational projects.
- Serve on functional committees as needed.
- Serve on a staff-wide committee(s) aligned with personal interest and organizational need.

Advance equity and inclusion efforts within the organization.

- Engage in staff discussions on issues of equity, race, gender, disability, socio-economic status, and bias within our organization, program, and the Pacific Northwest.
- Commit to personal growth and engagement in identity formation.

Perform other duties as assigned.

Qualifications and Requirements

The Program Coordinator demonstrates the following:

- Undergraduate degree
- Ability to impart the spirit of JVC Northwest and our commitment to living the values of social and ecological justice, community, simple living, and spirituality/reflection
- Willingness to honor and incorporate the Jesuit Catholic Christian tradition of faith doing justice while embracing the spiritual diversity throughout our program
- Ability to work as a team member and independently
- Strong organizational, oral, and written communication skills
- Conflict resolution and problem-solving skills
- Ability to meet the public, exercise independent judgment, work with many details, and communicate effectively with diverse peoples
- Experience with Microsoft Office 365/Microsoft Teams for team collaboration, file management, and communication
- Flexibility in terms of frequent travel for long periods, scheduling, work hours, and job responsibilities
- Two to four years' experience working alongside those on the margins of society in a social change advocacy organization
- One year experience with retreat planning and implementation, workshop facilitation, or comparable group leadership experience (strongly preferred)
- One year experience in education related fields, training, ministry or counseling, Resident Assistant experience, program coordination experience (strongly preferred)
- Experience as a Jesuit Volunteer, AmeriCorps or other national service member, or as a member of a comparable program (strongly preferred)

Successful clearance of pre-employment reference checks and criminal history background checks required for final hire. This position does not have recurring access to vulnerable populations.

The Flex Program Coordinator will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

Work Environment/Conditions

- 70% of work completed in office environment.
- 30% of work involves travel:
 - One week Orientation for JV AmeriCorps members (virtual or location TBD)
 - Fall area visit for 1-2 weeks to JV communities
 - Winter area visit for 1-2 weeks to JV communities
 - Fall regional retreat for up to 1 week
 - Spring regional retreat for up to 1 week
- Weekend and evening work required. Periods of the year may involve long workdays.
- Vacation time restricted during several months of the year with greatest opportunity for time off in June and July; and the last week of September; and the second half of January.
- Staff is expected to attend all Staff Days; absence must be approved by Leadership Team.
- Must have a current driver's license and be able to drive.

Physical Demands

- Must be able to be seated at a desk, using computer and phone throughout the workday.
- Must be able to lift 25 pounds.
- Must be able to climb one set of stairs since the JVC Northwest office does not have elevators or lifts.



JESUIT VOLUNTEER CORPS NORTHWEST

Jesuit Volunteer Corps (JVC) Northwest began in 1956 with a few committed volunteers who helped build and teach in the new Copper Valley School in Copper Valley, Alaska, a school for Native Alaskan and European-descent Alaskan students. The first volunteers were recruited and supported by the Jesuits of the Oregon Province and the Sisters of St. Ann.

The Jesuit Volunteer program expanded out of Alaska in the 1960s working with Native American communities throughout the Northwest, as well as serving in urban placements in Washington, Oregon, and other states and countries. JVC Northwest has been the catalyst for hundreds of other faith-based volunteer organizations, including other JVC programs, and served as a model for national service programs like the U.S. Peace Corps, VISTA and AmeriCorps. In JVC Northwest's 60+ year history, over 7,000 people have served in our program.

Today JVC Northwest recruits, places and supports volunteers working with people on the margins of society and with vulnerable places in two programs: Jesuit Volunteers and Jesuit Volunteer EnCorps. About 125 Jesuit Volunteers (JVs) in the Northwest are committed to serving full time for at least one year in over 100 schools, health, and social and ecological service organizations in urban, rural, and Native American and Native Alaskan communities providing essential skills, willing hands and great idealism for a better world. They serve throughout Alaska, Idaho, Montana, Washington and Oregon.

Jesuit Volunteer EnCorps (JVE) members are aged 50 and older and engage in part-time, meaningful service positions in Portland and Bend, Oregon, and Seattle, Spokane, Tacoma, and Vancouver, Washington, where they have a direct impact on people living on the margins. JV EnCorps was created to match the skills of the growing number of people moving into retirement with needs in our communities.

Since August, 2010 JVC Northwest has been a National Direct AmeriCorps program under the Corporation for National and Community Service (CNCS), enabling most of our Jesuit Volunteers to also be AmeriCorps members. This grant has made it possible for JVC Northwest to go where the need is greatest and to enable our partner agencies to extend their services at a greatly reduced cost. The Jesuit Volunteers/AmeriCorps members reside for the service year in 24 intentional communities of four to eight people and commit to living out the values of community, simple living, social and ecological justice, and spirituality/reflection. Living expenses, a modest monthly stipend, health insurance and travel home at the end of their service year is provided to the JVs/AmeriCorps members, as well as an extensive orientation and multiple annual retreats.

To complement the residential JV program, in 2021 JVC Northwest is piloting a non-residential JV Flex Program to respond to additional community needs. Partner agencies in the JV Flex Program pilot operate in the Portland and Seattle metro areas and provide meaningful full-time, one-year service positions to volunteers over the age of 18. Participants in the JV Flex program gather monthly for facilitated dialogue on vocational discernment, intergenerational community building, peer mentorship, and reflective fellowship. Like all AmeriCorps members, JVs in the JV Flex Program receive living allowances, health insurance, childcare, and a post-service education award.

JVC Northwest is separately incorporated as a 501 (c) (3) organization. Since 1974, JVC branched from having its only office in the Northwest into five domestic regions and one international region (JVI), each an independent non-profit office. In 2006, other JVC/JVI programs in the U.S. consolidated into Jesuit Volunteers (dba JVC) based in Baltimore, Maryland, while JVC Northwest discerned to remain independent and locally based to better serve local and regional communities in the Northwest.

The JVC Northwest office is in Milwaukie, Oregon. The Executive Director works under the direction of a Board of Directors. The current staff consists of twenty-three individuals: Executive Director, Executive Assistant, Senior Director of Programs, Associate Director of JV Program, JV EnCorps Manager, AmeriCorps Program Manager, Seattle JV EnCorps Coordinator, Director of Recruitment and Engagement, Recruiter, Recruitment Coordinator, Communications Coordinator, five JV Program Coordinators, Programs Assistant, AmeriCorps Program Assistant, Director of Finance and Operations, Business Assistant, Accounting Assistant, Director of Advancement, and Advancement Assistant. The staff culture is participatory and collaborative, and staff share prayer/reflection at their bi-monthly staff meeting.

JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

Please check out our website for more about us: www.jvcnorthwest.org