



JVC Northwest Job Announcement JV Program Coordinator

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST is hiring two JV Program Coordinators (PC) to begin in early to mid-June 2022. The Program Coordinator position serves on the JV Program Team along with other Program Coordinators positions and is highly collaborative. The Montana and Washington Program Coordinators will be virtual/home office-based positions within the state they support with occasional travel to the JVC Northwest office in Milwaukie, OR with periodic regional travel within the state (Montana or Washington). Program Coordinators support and challenge 25-30 full-time Jesuit Volunteers (JV)/AmeriCorps members living in intentional communities and serving with people who are on the margins of society. Program Coordinators must be committed to diversity, inclusion, and equity work. This position requires at least two-four years of post-graduate experience in social activism, pastoral ministry and/or counseling, spiritual growth development, community building, resident assistance, and/or work with diverse peoples. Organizational skills are important as well as the ability to work independently and as part of a team. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality.

Undergraduate degree required. Former Jesuit Volunteers or National Service Members preferred. Each Program Coordinator is employed at will. Successful clearance of pre-employment reference checks and criminal history background checks required for final hire. JVC Northwest's generous benefits package includes full medical/dental/optical coverage for the employee, disability and life insurance, and an employer sponsored retirement plan. There are 12 paid holidays, 15 days of vacation, and retreat time. The Program Coordinator is a full-time, exempt role. The salary range for this position is \$44,000 to \$52,000 annually.

Equity at JVC Northwest: JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, veteran status, and political affiliation.

To apply, please send the information listed below electronically to info@jvcnorthwest.org as attachments titled with your last name and Program Coordinator in the subject line and which Program Coordinator (Montana or Washington) you are interested in.

Please include:

- Cover Letter
- Resume
- Three Professional References (Name, Phone Number, Email Address)
- Questions you have about the role to be addressed during the interview

We will screen applications and schedule interviews beginning May 25th with an anticipated start date in June 2022.



*JVC Northwest has been named by Oregon Business Magazine as one of Oregon's **100 Best Nonprofit Companies to Work for** (2009-2019) and **100 Best Green Companies** (2010-2019).*



JESUIT VOLUNTEER CORPS NORTHWEST

POSITION DESCRIPTION

Job Title: Washington Program Coordinator (PC)
Status: Full time, exempt, at-will employee, AmeriCorps
Reports To: Associate Director, JV Program
Updated: May 2022

Position Summary

The Program Coordinator (PC) is the primary representative of Jesuit Volunteer Corps (JVC) Northwest in the communities where there are Jesuit Volunteers (JVs)/AmeriCorps members, serving as a resource and facilitator to sustain a meaningful JV/AmeriCorps member experience for the local JV communities and individual JV/AmeriCorps members within the state of Washington. The Washington PC role is remote, based within the state of Washington with occasional travel to the JVC Northwest office in Milwaukie, Oregon and regionally throughout the state. 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 each locale's community members as well as the diverse publics associated with JVC Northwest; and documentation, tracking, and other 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 PC reports to the Associate Director, JV Program, works in a team with other Program Coordinators, and follows the guidelines laid out in the Program Coordinator Handbook.

Duties and Responsibilities

The Program Coordinator will:

- **Be responsible for Jesuit Volunteer support during the program year:**
 - a. Support and engage each JV/AmeriCorps member and JV community to fulfill their service and to integrate their individual and community lifestyle with the JVC Northwest mission and values.
 - b. Be a supportive resource for the JV/AmeriCorps members and assist in problem solving.
 - c. Along with the JV Program team, identify diverse, inclusive resources in the local communities such as mentors, spiritual directors, and counseling resources.
 - d. Make scheduled regional Area Visits to each JV community households throughout the state of Washington as dictated by the Program Year Calendar.
 - e. Maintain ongoing contact through phone calls, video, and e-mail.

- **Be responsible for partner agency selection, relationship building, and site monitoring:**
 - a. Seek out potential service placements that respond to local community needs where our JV/AmeriCorps members live and serve.
 - b. Maintain alternate placements, assess inquiries from agencies requesting JV/AmeriCorps members with the Associate Director JV Program, and determine service placements for the coming JVC Northwest year in collaboration with other JVC Northwest staff.
 - c. Be the primary representative of JVC Northwest to placement agencies and supervisors, and maintain ongoing, sustainable relationships with each.

- d. Along with the AmeriCorps team, monitor each JV/AmeriCorps member's position, service site, and performance for compliance with JVC Northwest agreements and values.
 - e. Meet formally, at least once, with each JV/AmeriCorps member and the Site Supervisor in their region of responsibility for a mutual evaluation.
 - f. Document any changes during the service year in collaboration with other JVC Northwest staff.
- **Be responsible for JV retreats and orientation:**
 - a. With the support of the Associate Director JV Program, plan, schedule and implement Orientation, Regional and In-Locale Retreat Program, and other individual or group activities as needed for the JV/AmeriCorps members.
 - b. Coordinate regional retreats duties: including securing a site, facilitator(s), schedule, JV and staff travel, and budget for bi-annual regional retreats.
 - c. Along with the JV program team, support JV communities in planning and implementing annual Winter In-Locale Retreat.
 - d. Along with JV program team, plan and implement program wide identity retreats (BIPOC, LGBTQ+, etc.)
 - e. Along with the JV Program team, provide and support a process of reflection to close the JVC Northwest year.
- **Be responsible for volunteer recruitment, selection, and placement:**
 - a. Along with the Recruitment and Engagement team, manage and contribute to volunteer recruitment efforts within their locales, including cultivating new contacts and maintaining existing relationships with local schools, faith communities, and other relevant organizations.
 - b. In collaboration with the PC team, select and place applicants who will offer value-centered service to the communities we serve throughout the Northwest.
 - c. Maintain communication with applicants and partner agencies throughout the matching process.
- **Be responsible for the JV support network and public relations:**
 - a. Recruit and Select an In Locale Coordinator (ILC) for each JV community, monitor and keep them informed about their role and responsibilities, and maintain close, frequent communication with them. The ILC acts as the primary support person for a JV community and supports housing logistics throughout the year as well as community opening and closures.
 - b. Support the ILC in recruiting local support people who represent or can navigate the rich diversity of the communities we serve.
 - c. Help facilitate and grow informal support networks in locales supported with former Jesuit Volunteers, Jesuits, local parishes, potential partners, and others, in coordination with the Recruitment & Engagement team.
 - d. Maintain contact with the various "publics" of JVC Northwest and key people in the locales supported, making special efforts to liaise with each locale's community members and assist with state/locale-based events, as needed, in coordination with the Recruitment & Engagement team.
- **Be responsible for JV housing arrangements:**
 - a. Along with the In Locale Coordinator, communicate housing needs and support the Director of Finance and Operations and Business Assistant to arrange appropriate housing for JV/AmeriCorps members.
 - b. Along with the Business team, In Locale Coordinator, Recruitment & Engagement team, and Support community identify new housing and to find the supports needed to facilitate a move, as needed.
- **Be responsible for JV Program documentation and record keeping:**

- a. Maintain up-to-date files and database records for agencies during Agency Selection and Area Visit.
 - b. Maintain up-to-date files and database records for JV applicants during JV Selection and Placement.
 - c. Maintain up-to-date files and database records for Support People.
 - d. Keep records in compliance with organizational policies and procedures.
 - e. Document important decisions and actions and track them in Knack (online database) as well as in appropriate paper and electronic files.
- **Be responsible for other organizational responsibilities:**
 - a. Participate in the staff community, including prayer/reflection, staff meetings, staff days, environmental stewardship and collaboration on cross-departmental projects, as able.
- **Advance equity and inclusion efforts within the organization:**
 - a. Contribute to organizational journey to become a more just organization through engagement in issues of equity, settler colonialism, race, gender, disability, socio-economic status, and bias within our organization, program and the Pacific Northwest.
 - b. Build and expand organizational awareness, acknowledgment, and adaptation to the inherent tensions that come with operating on Indigenous lands and affiliation with the Catholic Church.
- **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 regional travel for long periods, scheduling, work hours, and job responsibilities
- Two- Four years' experience working alongside those on the margins of society in a social change advocacy organization
- Experience or interest with retreat/event planning and implementation
- Familiarity with the history and current realities of the state of Washington, as well as an existing network of social justice organizations and faith communities
- One year in ministry or counseling, training and/or education in related fields, Resident Assistant experience, program coordination experience (strongly preferred)
- Experience as a Jesuit Volunteer, 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 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

- 75% of work completed in home office environment
 - Work from home or in JVC Northwest office, as dictated by Program Coordinator, Supervisor, and JVC Northwest Leadership team
- 25% of work involves travel:
 - One week Orientation for JV/AmeriCorps members off-site outside of Portland, Oregon (or virtual when unable to gather in person)
 - Fall Area Visit (October) regional travel to JV homes and service sites
 - Winter Area Visit (January) regional travel to JV homes and service sites
 - Fall and Spring Regional Retreats 4 days each (November and April/May/June)
 - Staff days and trainings at or near the organization's Milwaukie, Oregon office (or attend virtually) 1-2 times per year
- Occasional weekend and evening work required. Periods of the year may involve long work days.
- Vacation time restricted due to Program term calendar commitments: JV/AmeriCorps member Orientation (early – mid August), Fall Area Visit (Mid-September-October), and Winter Area Visit (January)- absence must be approved from supervisor prior to scheduling time off.
- 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 operate a motor vehicle in all weather conditions.

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 our office, several JV houses, and Partner Agencies do not have elevators or lifts.