**POSITION DESCRIPTION**

**Daughters of Charity of St. Vincent de Paul, Province of St. Elizabeth Ann Seton**

**POSITION TITLE: Full-Time Coordinator – Vincentian Mission Corps (VMC)**

**ORGANIZATION:** As part of their commitment to ministry with young adults, the Daughters of Charity of the Province of St. Elizabeth Ann Seton Collaborate with the Province of St. Louise to sponsor the Vincentian Mission Corps, a program for young adults who live in community, engage in formation in the Vincentian tradition, and dedicate a year (August – June) of service in organizations that work with persons living in poverty in San Francisco.

**POSITION SUMMARY:** The Coordinator is responsible for recruiting, program management, marketing, formation, setting up and monitoring the annual budget, working with service placement sites and site supervisors/staff, securing/maintaining housing for volunteers, communicating and supporting volunteers with community support persons.

**Supervision:** The Coordinator regularly reports to the Executive Director in St. Louis and to the Councilor whose responsibility is young adult ministry. The Coordinator submits a written report to the Executive Director each month. This is shared with the Council of both the Province of St. Elizabeth Ann and the Province of St. Louise.

**ESSENTIAL FUNCTIONS:**

**The Vincentian Mission Corps Coordinator:**

Recruitment:

* Organizes and coordinates recruitment efforts: attends volunteer fairs/events and establishes connections with colleges/universities, faith communities and service groups for the purposes of connecting with potential applicants for VMC. Coordinates current volunteers/alumni attendance at volunteer fairs/events when needed.
* Contacts potential applicants promptly through email or by phone and tracks contact; conducts interviews of applicants; coordinates review and acceptance process of applicants and communicates with applicants. Reviews Catholic Volunteer Network profiles and establishes profiles for VMC on College/university career/service oriented websites.

Program management:

* Prepares annual budget in conjunction with Finance staff, Executive Director and Councillor
* Tracks Payables and Receivables for VMC.
* Monitors the condition of the VMC house and VMC vehicles and works with Province Staff/Parish Staff when repairs are needed. Secures housing with the approval of the Provincial Council, if needed.
* Manages day-to-day needs of the program – including health insurance for current VMCs (when needed) and background checks.
* Coordinates all paperwork and documentation for the AmeriCorps program, when applicable. Monitors compliance with AmeriCorps regulations.
* Establishes/maintains relationships with community partner organizations for service site placement for VMC volunteers. Meets regularly with site supervisors for orientation, to convey VMC program expectations and ensure compliance with VMC needs, including two volunteer/site evaluations each year.
* Coordinates VMC hosting Winter/Spring Service Immersion groups from Vincentian colleges/universities, when possible. Plans the week of service as well as opportunities to connect with VMC volunteers, alumni, and local Vincentian Family.
* Processes/tracks VMC donations and works with Daughters of Charity Communications Team in preparing acknowledgment letters/tax letters. Maintains VMC database and makes sure information is up to date.
* Meets regularly (in person, by phone, or on video-conferencing) with the Executive Director

Formation

* Plans and implements VMC Orientation Week, three retreats a year, Community Nights centered on the core values of the program, alumni gatherings and other meaningful community events throughout the year.
* Supports the VMC Community by building personal relationships with the volunteers, communicating with them, maintaining a presence in the community home, and by keeping the Vincentian Charism at center of reflections and presentations
* Encourages relationships between the VMC and alumni/local Vincentian Family by matching the volunteers with a Prayer Partner and/or Alumni Mentor and by planning social/formation oriented events.
* Encourages the volunteers to connect with other local volunteer groups/communities.

Marketing:

* Works closely with DC Communications Staff and Marketing Committee on Advisory Board in producing marketing/advertising material for VMC and in creating yearly appeals to donors
* Collaborate with DC Communications Staff on VMC website updates, social media postings, and newsletter production. Manages the printing and mailing of the VMC Newsletter.

Collaboration:

* Connects VMC with other groups and branches within the Vincentian Family, especially those programs that focus on young adults under MISEVI USA and Vincentian colleges and universities.
* Represents VMC as a member organization to MISEVI USA, a part of MISEVI International. Attends annual meetings and conference calls. Attends International Assembly if requested.
* Engages VMC volunteers/Board Members/alumni in the goal/initiatives of the International Vincentian Family.
* Represents VMC on the Vincentian Family Leadership planning committee by attending meetings and conference calls.
* Represents VMC as an active member of Catholic Volunteer Network. Attends annual conference, Board Meetings (if applicable) and sub-committee conference calls. Connect VMC volunteers to Catholic Volunteer Network.
* Represents VMC as an active member of the Volunteer Service Collaborative and Catholics on Call and attends annual conference.
* Builds relationships with local fellow volunteer directors to strengthen ties/bring volunteers together.

Accountability:

* Reports monthly to the Provincial Councils of the Province of St. Louise and the Province of St. Elizabeth Ann Seton and quarterly to the VMC Advisory Board. Meets regularly (in person, by phone, or on video-conferencing) with the Provincial Councillor.
* Convenes quarterly Advisory Board meetings with the support of the Advisory Board Chairperson. Works with Advisory Board members to focus Board sub-committee work.

QUALIFICATIONS:

Bachelor’s degree with at least 2 years of work experience; believes in and is able to articulate the mission of the Vincentian Family; volunteer experience preferred; able to take initiative; excellent verbal and written communication skills; independent judgment; organizational skills; commitment to self-care; Christian values; practicing Catholic; knowledge of Vincentian Charism; able to meet the public and work as a team member.

Revised: April 2020