

POSITION DESCRIPTION

Position Title:	<u>Program Coordinator</u>	Exemption Status:	<u>FT, Non-Exempt</u>
Division(s):	<u>St. Joseph Center</u>	Salary Grade:	<u>7</u>
Department:	<u>St. Joseph Worker Program</u>	Salary Range:	<u>\$25.75 to \$36.05 per hour</u>
Reports to:	<u>Interim Director</u>		
Last Update:	<u>9/13/2023</u>		

Position Summary: The Program Coordinator is responsible for executing St. Joseph Worker Program (SJWP) and forming the Worker community. The Program Coordinator works collaboratively with SJWP staff and in support of SJW initiatives. Publicly represents SJWP in relationships with collaborators and partners in all matters related to programming. The Program Coordinator reports to the St. Joseph Worker Program Director.

The Program Coordinator will build communication with current, future and former St. Joseph Workers; recruiting and connecting with women of diverse backgrounds. Must exercise judgment, discretion and diplomacy in the performance of duties and always be conscious of the confidentiality of work.

Primary Responsibilities:

- Lead St. Joseph Worker Formation. Develop and maintain mentoring relationships with women in the program.
- Support recruitment and selection of Candidates.
- Maintain relationships with Placement Sites, and community partners
- Support marketing and public relations efforts.
- Support St. Joseph Worker Program operations to ensure efficiency and effectiveness. Assist with fundraising and other activities as needed.

Essential Functions:

1. Lead Workers Formation Programs (40%):

- Plans and implements the formation components of the SJWP program in collaboration with the Director. This includes Orientation, Retreats, In-service Days, Sharing of the Heart, Enrichment and annual events. Responsible for coordinating logistics of formation events using CSJ and other resources.



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- Maintains separate calendars for SJWs and staff. Provides monthly updates of upcoming events to workers.
- Supports and guides the Volunteers. Helps in facilitating to appropriately resolve personal, relational, and communal issues that surface in the volunteer community. Fosters an environment of respect, care, and a shared vision. Maintains a regular office hour schedule.
- Attends, coordinates, and facilitates weekly Sharing of the Heart with Workers, which includes a business meeting, a shared meal, and the ongoing personal and communal formation and the development of the workers community.
- Provides one-on-one support and mentoring to St. Joseph Workers on a formal and informal basis.
- Acts as a liaison for communication between the SJWP staff and Volunteers. Responsible for making sure necessary information is communicated in both directions in a timely fashion.
- Acts as a secondary point of contact for Workers in the case of an emergency or accident.

2. Support Recruitment and Selection Process (30%):

- Assists Recruitment with recruitment functions as directed by the SJW Director. Collaborate on strategy and events to attend
- Attend recruiting events, develop relationship with interested candidates
- Set up interviews for applicants in conjunction with other staff
- Assists Director in candidate Placement Opportunities and Placement Site Interviews

3. Maintaining Site Relationships and Opportunities (5%)

- Assists Director in a Site Supervisor orientation at the beginning of each volunteer year and maintains ongoing, collaborative relationship with Sites and Site Supervisors
- Coordinates 2 site visits by the Director for each Volunteer, during which she will meet with each Site Supervisor to check in about the performance of the SJW. Works with the Director to facilitate or resolve, as needed, any problematic issues related to the Workers and the site, and if the need arises to establish a new placement site.

4. Marketing and Public Relationships (20%):

- Collaborate with staff, SJWs and Communication department to update and maintain website, Social Media, recruiting and advertising materials
- Maintains relationship with Catholic Volunteer Network
- Works collaboratively with other staff to plan, coordinate and carry out SJW special events and functions
- Coordinates and organizes short term service immersion trips from colleges, universities and young adults (parishes ministries) that are hosted by the SJWP

5. Other Responsibilities (5%):

- Meet weekly with Director to keep her aware of what is happening with the program and Workers
- Assists and maintains SJW digital files and archives, pictures, and worker inputs for social media postings and/or blogs
- Complete other tasks as assigned



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Position Qualifications

- ◆ **Minimum Education Requirements:** BA Degree or equivalent
- ◆ **Preferred Education Requirements:** BA Degree in Sociology, Psychology, Divinity/Theology or related equivalent
- ◆ **Minimum Experience Requirements:** Three or more years experience in long-term volunteer program or pastoral ministry; technological fluency, including MS word/excel, efficient with email and other e-communication, social media fluency, ability to learn new software programs
- ◆ **Preferred Experience Requirements:** Five to ten years experience in volunteer program or pastoral ministry; increasing levels of demonstrated competence – extensive experience with computer programs especially Microsoft Office, Facebook and other social media, creating websites and some experience with financial records maintenance.)

Skill and Experience Requirements

Personal Skills

- Calm, professional, courteous, hospitable approach to people and situations, ability to adapt to changing environment and demands, excellent interpersonal skills, flexibility and creativity, enthusiasm and a positive attitude, ability to take the initiative and creatively move to action.

Administrative Skills

- Excellent oral and written communication skills, good organizational skills, strong telephone skills and etiquette, ability to work without close supervision, ability to plan and accomplish long range tasks, ability to multi-task and manage conflicting deadlines and demands.

Technical Skills

- Knowledge and proficiency with computer software, ability to operate standard office equipment.

Physical Requirements

- Ability to sit at desk or computer for extended periods, ability to lift at least 20 pounds,

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

Working Conditions



- Shared work space, may be required to work outside regular business hours on days of special events.

Safety Requirements:

- Is knowledgeable of, observes and complies with Codes of Safe Practice, safety policies and emergency procedures.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____