



Jesuit Volunteers Canada

## JOB POSTING

### **JVC Recruitment Coordinator**

Jesuit Volunteers Canada (JVC) offers a one to two year formation program for young women and men to live out the values of Christian spirituality, social and eco-justice, community and simple living. Jesuit Volunteers currently serve in placements in Toronto. We anticipate establishing additional communities across Canada in the coming years. Jesuit Volunteers Canada is a ministry of the Jesuits of English Canada.

The purpose of this position, under the direction of the JVC Executive Director and the Board of Trustees, is to:

- promote JVC, recruit JVC volunteers, expand relationships with university campus ministry teams across Canada, lead the JVC Ambassador Program, and organize and animate JVC presentations at campuses, identified parishes and young adult ministries across Canada.
- help coordinate volunteer placements and assist with JV community set up.

#### **Reports to:**

Executive Director of JVC

#### **Works closely with:**

JVC Office Administrator

Jesuit Volunteers

Placement Supervisors

JVC Ambassadors

Jesuits

#### **Responsibilities include**, but are not limited to:

1. Lead recruitment activities and screening of potential JVs:
  - a. Lead development and execution of an annual recruitment plan;
  - b. Stay abreast of current culture of Canadian universities and colleges, young adult developmental needs, and the goals and desires of today's applicant;
  - c. Identify opportunities / venues to recruit potential Jesuit Volunteers (JVs);
  - d. Review past promotion practices and outcomes including contacting former applicants to inform future work.
2. Network and learn from other JVC programs and similar organizations regarding young adult volunteer engagement and recruitment.
3. Expand JVC partnerships that support recruitment and young adult engagement (including campus ministry, social justice and young adult ministries, non-profit sector, former JVs, religious communities, etc.).
4. Keep networking logs and help with updating contact lists, such as campus ministry contacts, diocesan young adult ministry (YAM) contacts, parish contacts, school contacts and organization contacts.
5. Invite and accompany candidates through the discernment and application process:

- a. Foster relationships with applicants through initial and continuous contact via e-mail, phone and on-campus meetings;
  - b. Accompany applicants from when the application is received until the start of the program.
6. Help JVC maintain an exciting and timely social media presence that increases JVC's overall presence and directly engages potential volunteers.
7. Determine the content and collection methods that will yield an evaluative assessment of recruiting efforts; implement assessment and evaluate efforts.
8. Develop discernment workshops/retreats and potentially short service and justice immersion experiences that encourage growth in the 4 tenets of JVC: social and ecological justice, simple living, community and spirituality.
9. Travel to locations to engage partners, meet potential volunteers and lead JVC outreach programs and presentations.
10. Coordinate Jesuit Volunteer placements:
  - a. Create JV profiles for placement directors to review and request interviews;
  - b. Help coordinate JV interviews with placements;
  - c. Distribute and discuss the JV Calendar with the placement supervisors;
  - d. Assist with site visits to all placements;
  - e. Help identify and develop relationships with new placements for JVC.
11. Help coordinate JV community setup:
  - a. Seek donations as needed for JV community houses;
  - b. Review and present JV community guidelines in the JV handbook and during orientation;
  - c. Help orient and meet with the JVC support people on a regular basis;
  - d. Assist JVs for two promotional and appreciation events in the year.

**Candidate Assets:**

- A good understanding of Ignatian spirituality and service/faith-based volunteer programs
- Driver's License
- Flexibility for work outside of regular office hours and a willingness to travel
- Strong and clear written and verbal communication skills
- Fluency in French
- Works independently; sets high goals and is committed to achieving them
- Great people skills

**Work hours:** Currently part-time, 20 hours/week

**Annual Salary:** \$20,000

**Term:** Probationary until March 30, 2018. Renewable for 1 year contract terms.

**Application Deadline:** December 10, 2017

**Applications including two written references are to be sent to:** [resumesjvc@gmail.com](mailto:resumesjvc@gmail.com)

**For more information, contact:** Kelly Bourke, JVC Executive Director at (647) 949-2541 or at [kbourke@jesuits.org](mailto:kbourke@jesuits.org)