



*The Society of St. Vincent de Paul
of Contra Costa County*

*"A network of friends, inspired by Gospel values,
growing in holiness and building a more just world
through personal relationships with
and service to people in need."*

JOB ANNOUNCEMENT – VINCENTIAN SERVICES COORDINATOR

The Society of St. Vincent de Paul of Contra Costa County (SVdP) was founded in 1964 to serve the most vulnerable in our community. Our many programs provide food, clothing, shelter, rental assistance, medical services, employment, and workforce development to our neighbors in Contra Costa County. Our Vincentians (members) are drawn from every ethnic and cultural background, age group, and economic level. Vincentians are united to help neighbors in need.

St. Vincent de Paul makes no distinction in those who are served through our anti-poverty programs. The Society of St. Vincent de Paul holds these core values and is guided by them in all of our programs and services

Position Title: Vincentian Services Coordinator

Supervisor: Executive Director

Position: Full-time, exempt

Starting Salary: \$68,640

Description: The Vincentian Services Coordinator is responsible for serving as the initial contact person for all Conferences, interacting directly with the Conferences, ensuring they understand the mission of the Society, and guiding them in appropriate Conference operations and best practices. Functional responsibilities include, but are not limited to, supporting existing conferences and coordinating training opportunities for Vincentian volunteers. May require evening and weekend work. This position reports to the Executive Director.

Essential Duties and Responsibilities:

Conference Development

- Routinely engage with conferences to assist and document activities, membership, and leadership; communicate messages to/from the District Council; and educate Vincentians.
- Promote the SVdP Rule.
- Work with the pastor, parish staff, and parishioners to begin new conferences or assist struggling conferences.
- Monitor conference aggregation.
- Ensure conferences meet the minimum requirements for existing conferences as established by the National Council, i.e., Standards of Excellence.
- Aid existing conferences in building their participation in the District Council. Encourage twinning.
- Participate and represent the District Council in meetings on issues that affect underserved populations.

Vincentian Development

- Assist in the recruitment of new members, including but not limited to Invitation to Serve.
- Coordinate training opportunities for Vincentians, including but not limited to Ozanam Orientation.
- Coordinate opportunities for spiritual development, including but not limited to a Day of Reflection.

- Provide resources to the conferences for educational purposes.
- Act as a resource for conferences in need.
- Serve on the Spirituality and Formation Committee
- Responsible for a monthly newsletter for Vincentians.

Administrative

- Direct and manage Vincentian support staff.
- Develop and maintain a membership directory.
- Assist conferences in the development of reports for the District Council, West Region and/or National Council.
- Coordinate District Council meetings.
- Assist in fundraising activities to support the conferences, including but not limited to Friends of the Poor Walk.
- Refer neighbors in need to the appropriate conference for assistance.
- Observe, report, and, in partnership with the Executive Director, remedy any potentially dangerous situation(s) involving any Conference activity.
- Other duties as assigned.

Desired Qualifications:

- College degree or equivalent
- 1-3 years of professional or volunteer experience within the nonprofit sector preferred
- Proven skills in the Microsoft Office Suite
- Effective written and oral communication skills, bilingual in Spanish is desirable
- Superior organizational skills with the ability to prioritize and meet deadlines
- Ability to work at a desk or stand for extended periods
- Ability to work some evenings and/or weekends
- Ability to work with people with a wide range of cultural backgrounds, training, and experience

Physical Demands

Position requires extensive use of phones and computers as well as the ability to stand for extended periods of time during meetings and/or special events. The position requires the ability to move items weighing up to 25 pounds from floor level, desk level, and shelf level of 10 feet. Travel may be required.

This job announcement is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Society of St. Vincent de Paul of Contra Costa County are expected to perform tasks as assigned by St. Vincent de Paul's supervisory and management personnel, regardless of job title or routine job duties.

To begin the application process, please send your resume to Claudia Ramirez at c.ramirez@svdp-cc.org