

Education & Formation Coordinator

St. Vincent de Paul – Cincinnati (SVDP) has served residents of Greater Cincinnati for over 150 years with basic needs such as food, medicine, and homelessness prevention through its outreach center in the West End and 56 parish-based volunteer Conferences (chapters). SVDP provides holistic direct assistance and systemic change services while treating neighbors in need with dignity and compassion.

Scope of the position: As an integral part of the Education & Formation department, the Education & Formation Coordinator works with the Director and Manager to lead the design and development of educational and formational experiences. These experiences are meant to inform, inspire, and evangelize on topics of Catholic Social Teaching, Social Justice, and Vincentian Spirituality across our immersive educational offerings to a variety of stakeholders and partners including both youth and adults. Significant connection with, and support of, our volunteer Vincentians and Service-Learning participants are key responsibilities in this role, including facilitation of programming to diverse groups.

Work Schedule: While this position is typically Monday - Friday, there are regular evening and weekend hours to support program and operational needs that varies seasonally. Employees may adjust their schedule within reason and with prior supervisor approval. Some local travel is required.

Responsibilities and Duties:

Program Development & Implementation:

- Coordinate the development of curriculum, resources and educational program materials rooted in Catholic Social Teaching, Vincentian Spirituality, and utilizing the principles of Service Learning to deepen understanding of community needs
- Regularly leads workshops, activities & simulations, and retreats for diverse community partners including our Vincentian members, high schools & universities, community organizations, corporate groups and others
- Adapt and enhance programming based on participant feedback, stakeholder experiences, and best practices in adult & youth formation efforts
- Supports the training and development of volunteers, facilitators, and others to effectively engage in leading program experiences
- In collaboration with the Director and other departments coordinates and implements personal and faith enrichment initiatives within the organization, including but not limited to: Staff Lunch & Learns, Wellness, reflective experiences, etc.
- Provides support to assigned organizational committees
- Supports and advocates for growth in Vincentian Spirituality throughout the District and assists as necessary with neighboring Districts

Vincentian Formation:

- Coordinates the development of, and assists in facilitation of, formational programming (training tools, workshops, retreats, etc.) for Vincentians, volunteers, and staff in collaboration with the Director and other departments rooted in the mission and spirituality of St. Vincent de Paul
- Assist in developing new pathways for ongoing formation for local parishes, schools, universities, and other partners meeting their needs and program goals
- Coordinate timely communications for Vincentians and partners informing them of upcoming offerings and opportunities, logistical details, etc.
- Assist in the updating of records and membership database information, including processing and analyzing program feedback to continually enhance programs being offered

- Assist in the facilitation of Safeguarding formational sessions and processing of materials to support the protection of children and vulnerable adults as necessary
- Perform other tasks and duties as assigned

Job Qualifications and Requirements:

Qualifications:

- While SVDP Cincinnati values a diverse workforce, this position's uniquely Catholic nature requires that the ideal candidate be an observant Roman Catholic with a commitment to the beliefs and culture of the Catholic faith.
- Bachelor's degree in theology, Pastoral Ministry, Education, or related field, or equivalent experience, as well as a passion for and understanding of Catholic Social Teaching.
- Two+ years' experience developing and leading faith formation events for a variety of age groups preferred.
- Excellent facilitation and interpersonal abilities, including the ability to connect with diverse audiences required.
- Excellent time management skills and a strong sense of self-motivation required.
- Knowledge of adult learning processes, and service-learning models preferred.
- Excellent administrative abilities; experience with Microsoft Office, Zoom and Teams, and Canva.
- Strong technological and troubleshooting skills for facilitation of events, workshops, etc. involving the use of projectors, computers, speakers and microphones.
- Applicants must be Safe Environment/Guarding compliant or achieve compliance within 30 days of start date and remain in compliance.

Physical Requirements:

- Ability to walk, stand, and bend for long periods of time.
- Ability to speak, hear, and engage in effective communication, both in person and over the telephone.
- Ability to operate an automobile, including a 15-passenger program van.
- Ability to lift and carry up to 50 lbs.

The Society of St. Vincent de Paul-Cincinnati District Council provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Vincent de Paul complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.