



Holiness \* Service to the Poor \* Simplicity \* Commitment to Faith \* Charity

## Ozanam Center Program Manager Job Description

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 through fifty-six parish-based volunteer Conferences (chapters). SVDP provides holistic direct assistance and systemic change services while treating neighbors in need with dignity, and compassion. At St. Vincent de Paul, diversity is a fact and inclusion an act. Every person is valued and made to feel that they belong.

**Job Title:** Ozanam Center Program Manager  
**Reports to:** Formation and Service Learning Director  
**Job Status:** Exempt, Full-Time  
**Location:** Office Environment

### Job Summary:

The Ozanam Center Program Manager serves as a member of the Vincentian Services team within the Formation and Service Learning area, and is responsible for leading the creation, planning and facilitation of transformative service immersion experiences. These experiences enable participants to fully *connect* their experiences in service with expressions of faith and social justice, *engage* the local community as a partner in that effort, and *grow* participants through a journey of self and communal discovery. The Program Manager cultivates existing relationships and works to build new relationships in order to create a circle of support for the Service Learning program, including collaboration with St. Vincent de Paul Conferences, especially those for youth and young adults. The Manager collaborates effectively with internal and external partners and stakeholders, to include staff, program alumni, Vincentians, local schools, parishes, universities, and professional and faith-based groups. Work weeks will vary seasonally and include some night/weekend work.

### Responsibilities and Duties:

#### 1. Ozanam Center for Service Learning

- a. Serve as a liaison with parties interested in retreats/workshops, area community partners and Service Learning center volunteers
  - i. Oversee Ozanam Center calendar, focusing outreach efforts to optimize immersion retreat and workshop opportunities.
  - ii. Collaborate with local community partners to plan, schedule, and facilitate dynamic immersion retreats, classroom experiences & activities, and workshops according to group needs.
  - iii. Actively recruit and manage volunteers and interns in support of Ozanam Center programming.
  - iv. Serve as liaison between the Ozanam Center and other departments within St. Vincent de Paul to develop and implement new opportunities for cross-organization collaboration and programming, including creation and presentation on special topics to develop staff.
- b. Develop Service Learning program curriculum addressing current social justice/awareness issues, integrating Roman Catholic Social Teaching and Vincentian spirituality as appropriate to the audience.
- c. Ensure the appropriate staffing of all retreats and programs with qualified retreat leaders and support, including leading Ozanam Center events, and ensuring all events are properly supplied and secured.
- d. Create and track performance measures for Ozanam Center Programming and maintain program files.
- e. With the Formation and Service Learning Director, manage Ozanam Center finances within budget, and ensure timely payment with community partners and clients.
- f. Develop and coordinate all Ozanam Center publicity efforts and communication platforms.



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## 2. Vincentian Services

- a. Serve as a collaborative member of the Vincentian Services program in support of Conferences and their members carrying out the mission of St. Vincent de Paul, including but not limited to:
  - i. Under the direction of the Formation and Service Learning Director, assist in facilitating workshops, retreats, reflections, and other formational opportunities to better equip Vincentians, volunteers, and staff.
  - ii. Assist with the presenting and facilitation of Safeguarding sessions, and the development of continuing education materials – including reflections – for the District Council.
  - iii. Provide additional support for holiday programming, service days, and district special events.
  - iv. Serve neighbors seeking assistance with dignity and respect, participate as a member of the larger SVDP Services team, and interact positively with volunteers and other SVDP staff.
- b. Other duties as assigned.

## 3. Safeguarding

- a. Coordinate and lead a team of presenters for the facilitation of Safeguarding sessions, and the development of continuing education materials – including reflections – for the District Council.
- b. Oversee administration of the background check process for participants in the Safeguarding program.
- c. Provide, and respond to requests for, updates on the Safeguarding status of participants regularly and in a timely manner.
- d. Provide support to neighboring Councils of St. Vincent de Paul as appropriate.

## Job Qualifications and Requirements:

- 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 deep commitment to, and passion for, the beliefs and culture of the Catholic faith as well as Catholic Social Teaching.
- Bachelor's degree and three years of relevant experience – or equivalent experience in lieu of education — preferably in the fields of service learning, human services, nonprofit leadership, volunteer coordination or faith and social justice-related field is required.
- Experience working in a retreat center preferred; experience creating and leading faith formation content for youth and adults required.
- Excellent administrative, organizational, time management skills, and interpersonal skills required.
- An ability to communicate well orally and in writing; the ability to effectively relate to people of different cultural and economic backgrounds in person and in group settings is essential.
- Strong technological and troubleshooting skills for facilitation of events, workshops, etc involving the use of projectors, computers, speakers and microphones.
- Knowledge of adult and youth learning processes, and service learning models.
- Excellent administrative abilities; experience with Microsoft Office, Teams and Zoom, and Canva.
- 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. Work with standard office equipment at a desk and in greater community. Walk long distances or stand on feet for long periods, and ability to work in variety of weather conditions for extended periods of time.
- Ability to speak, hear, and engage in effective communication, both in person, via computer, and over the telephone; including ability to type.
- Ability to operate an automobile, including a 15-passenger program van.
- Ability to lift and carry up to 50 lbs.