



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

Formation and Service Learning Coordinator 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: Formation and Service Learning Coordinator

Reports to: Formation and Service Learning Director

Job Status: Non-Exempt Full-Time

Location: Neyer Outreach Center

Job Summary:

As an integral part of the Vincentian Services team, the Formation and Service Learning Coordinator will interact with a broad range of internal and external stakeholders to inform, inspire, and evangelize on topics of Catholic Social Teaching, Social Justice, and Vincentian Spirituality. Significant connection with, and support of, our volunteer Vincentians and Service Learning participants are key responsibilities in this role. This is a Tuesday-Saturday role, with occasional evening hours, when needed for retreats and special events. Some local travel is required.

Responsibilities and Duties:

1) Formation and Service Learning:

- a) Under the direction of, and in close collaboration with, the Formation and Service Learning Director assist in the creation of high quality, missional formation opportunities and training/resource materials for Vincentians, volunteers, staff members, and community partners.
 - i) Develop and coordinate opportunities of personal and faith related enrichment for participants, including the development of regular small groups.
 - (1) Coordinate the ongoing recruitment and support of the District Council Prayer Partners initiative connecting Vincentians, volunteers, and staff.
 - ii) Maintain and develop spiritual materials for neighbors, Vincentians, volunteers and staff as necessary.
- b) Present formational content to a wide variety of stakeholders, ranging in age from middle school students to older adults, from the lens of Vincentian Spirituality and Catholic Social Teaching.
 - i) Provide support for Ozanam Center for Service Learning programming, as needed, including travel to area partners for setting up and facilitating quality service learning experiences for youth and young adults.
 - ii) Present to Vincentians, community groups, and partners on topics of Catholic Social Teaching and social justice/awareness through the lens of the Vincentian experience, as well as discuss current and historical trends within the context of the greater Cincinnati community.
 - iii) With the wider Vincentian Services team, help create customized presentations on issues and subjects as necessary.
- c) Support and advocate for growth in Vincentian Spirituality throughout the District, and assist as appropriate with neighboring Districts.



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2) Vincentian Services:

- a) Together with the Formation and Service Learning Director, the Ozanam Center Program Manager, and the Vincentian Support Director collaborate and support the planning, promotion, preparation, and execution of regular annual events including, but not limited to, membership socials, liturgies, Conference-led retreats, District-led retreats, and workshops.
- b) Assist in the coordination of timely communications to Vincentians and partners informing them of upcoming opportunities and vital information including, but not limited to, e-newsletters and mailings.
- c) Assist in the updating of records and membership database information, including processing and analyzing programming feedback to continually enhance programs being offered.
- d) Provide additional support for special programming needs such as holiday programs, service days, and District Council special events as necessary.
- e) Assist in the facilitation of Safeguarding formational sessions and processing of materials to support the protection of children and vulnerable adults as necessary.
- f) Perform other tasks and duties, as assigned.

- 3) **Services Team:** Serve neighbors seeking assistance with dignity and respect, participate as a member of the SVDP Services team, and interact positively with volunteers and other SVDP staff.

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.
- One to three years' experience developing and leading faith formation events for a variety of age groups.
- Strong interpersonal abilities, including the ability to connect with diverse groups.
- Excellent time management skills and a strong sense of self-motivation.
- Knowledge of adult learning processes, and service learning models.
- 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.
- Candidates with a strong proficiency in foreign languages, especially Spanish, are encouraged to apply.

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.