SOCIETY OF ST. VINCENT DE PAUL
JOB DESCRIPTION

TITLE: SVdP Parish Volunteer Developer – Temporary Position

LOCATION: Archdiocesan Council Office

The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul.

JOB SUMMARY

The SVdP (Society of St. Vincent de Paul) Parish Volunteer Developer builds relationships with pastors and parish-based volunteer groups (“conferences”) located within the northeast Deanery (north – northeast Houston area) to understand parish strengths and opportunities for growth, so proposed recommendations will be considered and implemented effectively. The SVdP Parish Volunteer Developer works with the Deanery to enhance awareness of Society of St. Vincent de Paul (SVdP) and the role it plays in parish social ministry, and also fosters goodwill between the two entities and focuses on the community impact SVdP can have within their parish community. This is a grant-funded temporary assignment totaling 1080 hours at $25 per hour that will end on July 31st, 2018. Firm end date.

ORGANIZATIONAL RELATIONSHIPS:

Reports To: Director of Vincentian Services
Also Works With: Executive Director, Program Directors, other staff members, Donors and Community Partners
Supervises: This position has no supervisory responsibilities
FLSA Classification: Non-exempt

PRINCIPAL DUTIES

Recruitment, Leadership Installation and Training
• Create an outline including timeline and detailed description of all the activities needed to reach objectives.
• Work with conference membership and parish ministries to meet on a regular basis to foster the relationships between the parish and SVdP at the parish level as well as between the parish/conference and the Central Office staff.
• Plan and execute an “Invitation to Serve” or “Recruitment” event, centrally located to the 4 parishes.
• Provide hands on training and assistance at the point of service to help model holistic approach to client services.
• Plan and conduct Ozanam Orientation Training.
• Meet with District Leadership, conference Presidents to formulate and execute a plan of action for installing all levels of leadership at each conference.
• Plan and conduct leadership training.
• Develop and document processes utilized for each activity – where appropriate.

Infrastructure
• Evaluate the current infrastructure needs of the conferences (computer and client tracking systems), recommend and implement as approved.
• Provide all training necessary to access and utilize the platforms appropriately to include appropriate reporting by each conference.
• Evaluate and document current services provided at each location.

Reporting
• Report to Director biweekly on all activities, including output/outcome measurements and challenges/opportunities experienced.
• Analyze/Report on impressions with regard to Conference atmosphere, parish interaction.
• Analyze and report on client services provided from start of project through July 31, 2018.
• Build dashboards for use to analyze conferences individually and collaboratively.
• Prepare a summary report analyzing each of the activities, outcomes and recommendations based on experiences for both analyzing the result of this project, plus how it can be replicated in other service areas.

EXPERIENCE/MINIMUM REQUIREMENTS:
• Associate’s degree or equivalent work experience preferred
• One (1) to three (3) years of experience in project coordination and/or administration

PREFERRED SKILLS AND EXPERIENCE:
• Strong written and verbal communication skills
• Bilingual a must
• Computer savvy with strong Microsoft Office skills
• Knowledge of client tracking systems and integration a plus
• A team player with the ability to interface with volunteers, donors, staff and management
• Customer service and detail oriented
• Ability to multi-task in a fast paced environment
• Experience working with non-profit organizations is helpful
• Must have reliable transportation

Please email or fax resumes and applications to:
hr@svdphouston.org or 832/538-0322 Website: www.svdphouston.org

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