



## **JESUIT VOLUNTEER CORPS NORTHWEST**

### **POSITION DESCRIPTION**

**Job Title:** Jesuit Volunteer (JV) Program Coordinator (PC)  
**Status:** Full-time, exempt, at-will employee, AmeriCorps  
**Reports To:** Associate Director, JV Program  
**Start Date:** Mid to late-June  
**Compensation:** \$54,000-\$60,000  
**Updated:** May 2026

#### **Position Summary**

The Program Coordinator (PC) is the primary representative of Jesuit Volunteer Corps (JVC) Northwest in the communities where there are Jesuit Volunteers (JVs)/AmeriCorps members, serving as a resource and facilitator to sustain a meaningful JV/AmeriCorps member experience for the local JV communities and individual JV/AmeriCorps members within their region. The Program Coordinator role is remote with seasonal travel regionally to Seattle and Spokane, Washington (referred to as the Cascades region), and annual travel to Portland for in-person staff days. The PC also has responsibilities in the selection and maintenance of ongoing relationships with partner agencies; planning and presentation of Orientation and retreats for JV/AmeriCorps members; recruitment and selection of JV/AmeriCorps members; site monitoring for JV/AmeriCorps placements; development of local support systems for the JV communities, relationship building with each locale's community members as well as the diverse publics associated with JVC Northwest; engaging in pastoral care in support of JV/AmeriCorps members' spiritual development; and documentation, tracking, and other tasks. This is a leadership position requiring independent judgment, yet the ability and desire to work as part of a team, as well as take direction and implement decisions made by others. The PC reports to the Associate Director, JV Program (ADJVP) and works in a highly collaborative JV Program team with the Director of People and Programs, JV (Senior) Program Coordinators, and the AmeriCorps Grants Manager.

#### **Duties and Responsibilities**

##### **The Program Coordinator will:**

- **Be responsible for Jesuit Volunteer support during the program year:**
  - a. Be a supportive resource for the JV/AmeriCorps members and assist in problem-solving
  - b. Along with the JV Program team, identify diverse, inclusive resources in the local communities such as mentors, spiritual directors, and counseling resources.
  - c. Make scheduled regional Area Visits to each JV community household throughout the Cascades region annually (October and January).
  - d. Provide pastoral care to JV/AmeriCorps members and support and engage them in their spiritual and reflective development.

- e. Maintain ongoing contact through phone calls, video, and e-mail.
- **Be responsible for partner agency selection, relationship building, and site monitoring:**
  - a. Seek out potential service placements that respond to local community needs where our JV/AmeriCorps members live and serve.
  - b. Maintain alternate placements, assess inquiries from agencies requesting JV/AmeriCorps members and determine service placements for the coming JVC Northwest year in collaboration with the JV Program Team.
  - c. Be the primary representative of JVC Northwest to placement agencies and supervisors, and maintain ongoing, sustainable relationships with each.
  - d. Along with the AmeriCorps team, monitor each JV/AmeriCorps member's position, service site, and performance for compliance with JVC Northwest agreements and values.
  - e. Meet formally, at least once, with each Site Supervisor in their region of responsibility for a mutual evaluation annually.
  - f. Document any changes during the service year in collaboration with other JVC Northwest staff.
- **Be responsible for JV retreats and orientation:**
  - a. As directed by the Director of People and Programs and Associate Director, JV Program, plan, schedule, and implement Orientation, Regional, and In-Locale Retreat Program, and other individual or group activities as needed for the JV/AmeriCorps members.
  - b. Coordinate regional retreats duties: including securing a site, facilitator(s), schedule, JV and staff travel, and budget for bi-annual regional retreats
  - c. Along with the JV Program Team, support JV communities in planning and implementing the annual Winter In-Locale Retreat
  - d. Along with the JV Program Team, plan and implement monthly virtual Mini Retreats for entire JV Cohort
  - e. Along with JV program team, plan and implement program-wide identity formation (BIPOC, LGBTQ+, etc.)
  - f. Along with the JV Program team, provide and support a process of reflection to close the JVC Northwest year.
- **Be responsible for volunteer recruitment, selection, and placement:**
  - a. Along with the Recruitment team, manage and contribute to volunteer recruitment efforts within the Cascades region, including cultivating new contacts and maintaining existing relationships with local schools, faith communities, and other relevant organizations.
  - b. In collaboration with the JV Program team, select and place applicants who will offer value-centered service to the communities we serve throughout the Northwest.
  - c. Maintain communication with applicants and partner agencies throughout the matching process.
- **Be responsible for the JV support network and public relations:**
  - a. Recruit and select an In Locale Coordinator (ILC) for each JV community, monitor and keep them informed about their role and responsibilities, and maintain close, frequent communication with them. The ILC acts as the primary support person for a JV community and supports housing logistics throughout the year as well as community opening and closures.
  - b. Support the ILC in recruiting local support people who represent or can navigate the rich diversity of the communities we serve.

- c. Help facilitate and grow informal support networks for the Cascades region with former Jesuit Volunteers, Jesuits, local parishes, potential partners, and others.
  - d. Maintain contact with the various "publics" of JVC Northwest and key people in each locale, making special efforts to liaise with each locale's community members and assist with state/locale-based events, as needed.
- **Be responsible for JV housing arrangements:**
  - a. Along with the In Locale Coordinator, communicate housing needs and support the Director of Finance and Operations, to arrange appropriate housing for JV/AmeriCorps members.
  - b. Along with the Business team, In Locale Coordinator, and Support community identify new housing and find the supports needed to facilitate a move, as needed.
- **Be responsible for JV Program documentation and record keeping:**
  - a. Maintain up-to-date files and database records for agencies during Agency Selection and Area Visit.
  - b. Maintain up-to-date files and database records for JV applicants during JV Selection and Placement.
  - c. Maintain up-to-date files and database records for Support People.
  - d. Keep records in compliance with organizational policies and procedures.
  - e. Document important decisions and actions and track them in Knack (online database) as well as in appropriate paper and electronic files.
- **Be responsible for other organizational responsibilities:**
  - a. Participate in the staff community, including prayer/reflection, staff meetings, staff days, , and collaboration on cross-departmental projects, as able.
- **Advance equity and inclusion efforts within the organization:**
  - a. Contribute to staff discussions on issues of equity, race, gender, disability, socio-economic status, and bias within our organization, program, and the Pacific Northwest.
  - b. Build and expand organizational awareness, acknowledgment, and inherent tensions in Indigenous lands and the Catholic Church within what is now known as the states of Washington and Oregon, tribal reservations, and tribal sovereignty throughout the region.
  - c. Integrate programming that contributes to the racial identity formation of JVs in Orientation and Retreats.
  - d. Develop, maintain, and provide resources within the JV program that encourage understanding of equity and inclusion in organizational values.
- **Perform other duties as assigned.**

### **Qualifications and Requirements**

The Program Coordinator demonstrates the following:

- Undergraduate degree
- Ability to impart the spirit of JVC Northwest and our commitment to living the values of social and ecological justice, community, simple living, and spirituality/reflection
- Experience as a Jesuit Volunteer, National Service Member, or as a member of a comparable program (strongly preferred)

- Lives in Oregon or Washington (strongly preferred)
- Willingness to honor and incorporate the Jesuit Catholic Christian tradition of faith doing justice while embracing spiritual diversity throughout our program
- Ability to work as a team member and independently
- Strong organizational, oral, and written communication skills
- Conflict resolution and problem-solving skills
- Ability to meet the public, exercise independent judgment, work with many details, and communicate effectively with diverse peoples
- Experience with Microsoft Office 365/Microsoft Teams for team collaboration, file management, and communication. Experience with America Learns (preferred)
- Flexibility in terms of frequent regional travel for long periods, scheduling, work hours, and job responsibilities
- Two to Four years' experience working alongside those on the margins of society in a social change advocacy organization
- Experience or interest in retreat/event planning and implementation
- Knowledge and awareness of historical implications of the Catholic Church's impact on Indigenous Communities, particularly the history of Boarding Schools within the United States and Canada, and experience navigating this complex reality
- Familiarity with the history and current realities of the Cascades region, as well as an existing network of social justice organizations and faith communities. Experience and/or relationship with Indigenous communities of land that is now Oregon and Washington (strongly preferred).
- One year in ministry or counseling, training and/or education in related fields, Resident Assistant experience, program coordination experience (strongly preferred)
- Successful clearance of pre-employment reference checks and criminal history background checks required for final hire. This position does not have recurring access to vulnerable populations.
- The Program Coordinator will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

### **Work Environment/Conditions**

- 75% of work completed in home office or office environment. Work from home or in JVC Northwest office, as agreed upon by Program Coordinator, Supervisor, and Director of People and Programs.
- 25% of work involves travel:
  - One-week Orientation for JV/AmeriCorps members outside of Portland, Oregon (or virtual when unable to gather in person)
  - Fall Area Visit (October) regional travel to JV homes and service sites
  - Winter Area Visit (January) regional travel to JV homes and service sites
  - Fall and Spring Regional Retreats 4 days each (November and April/May/June)
  - Staff In Person Gatherings (annually) in the Pacific Northwest Staff are expected to attend all Staff In Person Gatherings; absence must be approved by the Associate Director in consultation with the Director of People and Programs.
- Occasional weekend and evening work required. Periods of the year may involve long workdays.
- Vacation time restricted due to Program term calendar commitments: JV/AmeriCorps member Orientation (early – mid-August), Fall Area Visit (Mid-September-October), and Winter Area Visit

(January)- absence must be approved from supervisor prior to scheduling time off.

- Must have a current driver's license and be able to operate a motor vehicle in all weather conditions.

**Physical Demand**

- Must be able to be seated at a desk, using a computer and phone throughout the workday.
- Must be able to lift 25 pounds.
- Must be able to climb one set of stairs as several JV houses, and Partner Agencies do not have elevators or lifts.