Job Title: Service Learning Program Coordinator

Location: Ozanam Center for Service Learning, Society of St. Vincent de Paul

1125 Bank Street. Cincinnati, Ohio 45214

Scope of Position: The Service Learning Program Coordinator is responsible to assist with planning and facilitating service immersion retreats, workshops and trainings. The program coordinator reports to the Ozanam Center Program Manager, and works as a member of a team with St. Vincent de Paul staff, volunteers and community partners to customize and deliver transformative service learning experiences—serving area schools, parishes, universities and professional and faith-based groups. The service learning program coordinator is a non-exempt, hourly position requiring 30 hours of work per week. Work week will vary by event schedule and will include night/weekend work.

Job Responsibilities:

1. Lead and support Ozanam Center retreats, workshops and trainings
2. Assist with developing curriculum addressing current social justice issues, integrating Catholic Social Teaching and Vincentian spirituality
3. Facilitate effective group discussions, engaging communal prayer and reflections
4. Support outreach efforts to grow adult retreat participation and oversee timely follow-up communication with Ozanam Center participants
5. Collaborate with local community partners to plan and schedule immersion retreats
6. Ensure that all supplies, activities, and community partners necessary for retreats, workshops and trainings are secured
7. Collaborate with local universities and high schools to support existing school based St. Vincent de Paul conferences while fostering the growth of new local school based conferences

This position requires a bachelor’s degree, with excellent organizational skills and self-motivation to complete project-based work and time sensitive responsibilities. Depth of knowledge of poverty and related social justice issues, including a strong working knowledge of Catholic Social Teaching, and an openness to fostering the spirituality of St. Vincent de Paul required. Strong interpersonal and communication skills (oral & written); the ability to work both independently and on a team to effectively relate with people from different cultural and economic backgrounds is essential. Experience in service learning, human services, nonprofit leadership, volunteer coordination or related field is preferred. Requires a basic proficiency with Microsoft Word and Excel; experience effectively utilizing email marketing and social media platforms preferred; bilingual in English and Spanish, with a cultural sensitivity necessary to minister to local Spanish-speaking communities a plus. Applicants must be VIRTUS certified or willing to complete VIRTUS certification.
Physical Requirements:

Operate a computer keyboard. Ability to sit and/or stand for extended periods of time. Ability to lift and carry 35 lbs. Ability to see for purposes of reading printed material. Ability to hear and understand speech at normal levels. Ability to speak so that others will be able to clearly understand a normal conversation, both in person and over the telephone. Must be able to travel throughout Greater Cincinnati to share the work of St. Vincent de Paul with diverse groups and organizations.

To apply, please send letter of interest, resume, professional references and expected compensation to:

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http://www.svdpcincinnati.org/Ozanam_Center_for_Service_Learning