

Position Announcement

Assistant Coordinator, Marianist Volunteer Program (MVP)

Position Overview

The Marianist Volunteer Program Assistant Coordinator is responsible for working with the Program Coordinator in the programmatic, recruitment and formation duties of the Marianist Volunteer Program (hereafter called MVP) and maintaining the Marianist charism and culture in facilitating the coordination of the MVP consistent with the mission statement and vision of social justice for the Marianist Province of the United States.

Reports to: Marianist Volunteer Program Coordinator

Status: Full Time

Location: To Be Determined (MO, OH, TX)

Responsibilities:

- Coordinate recruitment and screening for the Marianist Volunteer Program (MVP).
- Represent MVP at regional college/university volunteer fairs.
- Assist with planning and facilitation of the MVP orientation, mid-year retreat, re-entry and alumni activities.
- Assist in supporting current volunteers participating in the MVP
- Assist with development and implementation of MVP program goals and objectives.
- Develop relationships between groups/individuals within the Marianist Family and the MVP/Office of Peace and Justice

Qualifications:

- Bachelor's Degree or an equivalent combination of education and experience.
- Ability to work independently and gather people to help with the workflow of the programs.
- Experience in facilitating or participating in voluntary service programs.
- Knowledge and commitment to the Marianist charism and tradition.
- Willingness to support the mission and values of the Marianists.
- Available for travel, evening and weekend work.

Salary and Benefits:

Competitive salary and benefit package includes medical, dental, life, LTD, pension and paid time off.

To Apply:

Send cover letter, salary requirements, and resume no later than Tuesday, June 19, 2007 to:

Marianist Province of the United States
Human Resources
4425 West Pine Boulevard
St. Louis, MO 63108
megarcia@sm-usa.org