



September 2021

Greetings!

Thank you for your interest in the Alumni Engagement Coordinator position with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the Coordinator role and a fact sheet about JVC Northwest. **Hiring personnel will begin reviewing applications on October 1, 2021. After that date, applications will be reviewed on a rolling basis until a successful candidate is found.**

The JVC Northwest office is based in Milwaukie, Oregon, and candidates based in either the Portland, Oregon or Seattle, Washington metro areas will be given priority. Our staff work closely with one another in a collegial environment, and the work requires both independent and team efforts. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality/reflection. JVC Northwest is committed to continually building a just and equitable workplace as a part of our vision of the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status. JVC Northwest's benefits include an employer sponsored 401K retirement plan after three months' employment, excellent healthcare benefits, 12 paid holidays, 15 days of vacation accrued annually, paid sick time, and retreat time. All positions are at-will positions, with no contracts.

To apply, please send the information listed below electronically to info@jvcnorthwest.org as attachments titled with your last name and Alumni Engagement Coordinator in the subject line. Please include:

1. Cover letter addressing the requirements and qualifications in the position description.
2. Your complete resume.
3. The names, phone numbers, and email addresses of three professional references.
4. List of questions you may want to ask about this job at an interview.

We will screen applications and schedule interviews in early October. We anticipate the Alumni Engagement Coordinator will start in mid-October or as soon as possible thereafter.

Sincerely,

Fumiaki Tosu

Director of Recruitment and Engagement



JESUIT VOLUNTEER CORPS NORTHWEST

POSITION DESCRIPTION

Job Title:	Alumni Engagement Coordinator
Status:	Full time, exempt, at-will employee, non-AmeriCorps
Reports to:	Director of Recruitment and Engagement
Start Date:	mid-October or as soon as possible
Compensation:	\$40,000 - \$48,000 depending on experience and geographic location

About JVC Northwest

Jesuit Volunteer Corps (JVC) Northwest responds to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly and equitably, and actively contribute to their own empowerment and positive change in their communities.

JVC Northwest is committed to equity, inclusion, and justice. We strive to be an equitable space for diverse identities including, but not limited to, race, sexual orientation and gender identity, ability/disability, religious beliefs, nationality, age, and economic status.

Position Summary

The Alumni Engagement Coordinator is responsible for the expansion of JVC Northwest's volunteer alumni network across the United States and annual fundraising campaigns on behalf of the organization. Efforts will focus on building relationships with Former Jesuit Volunteers (FJVs) and other supporters through effective planning, programming, organizing, and communications. The Alumni Engagement Coordinator will also execute fundraising appeals and events to support JVC Northwest's annual development goals. This position requires a thorough understanding of annual-giving appeals, event coordination, and relationship building through a model of grassroots organizing for engagement.

The Coordinator position is a permanent 1.0 FTE and reports to the Director of Recruitment and Engagement. Preference will be given to those living in Seattle, WA or Portland, OR, though qualified candidates from across the Pacific Northwest are encouraged to apply.

Duties and Responsibilities

The Alumni Engagement Coordinator will:

- 1. Develop and implement a ladder of engagement for Former Jesuit Volunteers (FJVs), with the goal of increasing alumni involvement and connection to JVC Northwest.**
 - a. Identify current gaps and opportunities in alumni engagement and develop robust programs to engage a wide spectrum of alumni.

- b. Offer opportunities to alumni for continued growth and formation in the four values of JVC Northwest as well as equity and inclusion.
 - c. Create, grow, and maintain alumni networks through recruiting and training FJVs who can act as lead organizers in our alumni engagement efforts.
 - d. Assist FJVs in organizing and promoting events in the Northwest and across the country, such as reunions, retreats, book clubs, home gatherings/potlucks, and service days.
 - e. Record updated information about FJVs in organizational database.
 - f. Build and maintain relationships with affiliate organizations across the country.
- 2. Coordinate fundraising appeals and events:**
- a. Write various fundraising appeals, coordinate their design with the design consultant, and arrange printing and mailing.
 - b. Coordinate logistics and promotion for virtual and in-person fundraising events including the Seattle Benefit.
 - c. Create and implement alumni anniversary campaigns and develop opportunities for giving.
 - d. Coordinate and promote events hosted by the Executive Director, Director of Major Gifts, Jesuit Volunteer recruiters, and Alumni Council members.
 - e. Assist in generating media and marketing for alumni events using social media, email, phone calls, and occasional direct mail.
- 3. Leverage FJV network to support organizational needs:**
- a. In collaboration with colleagues in Recruitment & Engagement as well Program departments, provide opportunities for FJVs to support the work of JVC Northwest.
 - b. Recruit and organize FJVs to assist with JV recruitment.
 - c. Coordinate a mentoring program that matches FJVs with current JVs.
 - d. Provide resources and support for the JV/FJV transition.
- 4. Develop and maintain online platforms for alumni engagement**
- a. Strategize best uses for our online alumni directory, FJV Connect, including exploring alternative platforms.
 - b. Leverage social media platforms for alumni engagement.
- 5. Advance equity and inclusion efforts within the organization and our extended community.**
- a. Create opportunities for our extended community to learn about and participate in conversations around our organizational equity journey.
 - b. Approach all aspects of professional responsibilities through an evolving equity lens.
- 6. Perform other duties as requested by the Director of Recruitment and Engagement.**

Preferred Skills and Experience

Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one's work, and strongly encourage you to apply even if you don't believe you meet every one of the qualifications described.

- Ability to impart the spirit of JVC Northwest and our commitment to live the values of community, simple living, social and ecological justice, and spirituality/reflection.
- Commitment to equity and inclusion.
- Experience in alumni relations, community organizing, non-profit development, marketing and/or event planning.
- Ability to work independently and also as a team member.
- Excellent organizational, oral, and written communication skills.
- Ability to meet the public, FJVs, and supporters of JVC Northwest in a friendly, welcoming, and open way, and communicate effectively with diverse peoples.
- Ability to exercise independent judgment and work with many details.
- Ability to be creative and think outside-the-box.
- Solid understanding of computers and the ability to learn new computer software.
- Task-oriented, with the ability to prioritize tasks in this high-energy position.
- Ability to plan events and coordinate volunteers.
- Comfortable making “cold calls” on the phone.
- Familiarity with JVC Northwest, AmeriCorps, or other service-year programs preferred.
- Familiarity with Ignatian spirituality preferred.

This position is subject to criminal history checks. This position does not have recurring access to vulnerable populations.

The Alumni Engagement 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

- 90% of work completed in office environment or from home.
- 10% of work involves out of office travel:
 - Up to one week (7 days) Orientation for JV/AmeriCorps members in August;
 - Occasional travel to FJV hub cities and former volunteer retreats;
 - Attendance at work related events including the annual Seattle event;
 - Optional travel to support program team on retreats in AK, ID, MT, OR and WA;
 - Errands around metro area.
- Occasional weekend and evening work.
- Vacation time restricted during the week before and week of Orientation in August, as well as the week of the Annual Seattle Event (date varies but usually a week in May).

- Staff is expected to attend all Staff Days; absence must be approved by Leadership Team/Executive Director.
- Must have a current driver's license and be able to drive.

Physical Demands

- Must be able to work at a desk, using computer and phone throughout the workday.
- Must be able to lift 25-50 pounds for short periods 1-2 times a month.
- Ability to travel independently.



Jesuit Volunteer Corps (JVC) Northwest began in 1956 with a few committed volunteers who helped build and teach in the new Copper Valley School in Copper Valley, Alaska, a school for Native Alaskan and European-descent Alaskan students. The first volunteers were recruited and supported by the Jesuits of the Oregon Province and the Sisters of St. Ann.

The Jesuit Volunteer program expanded out of Alaska in the 1960s working with Native American communities throughout the Northwest, as well as serving in urban placements in Washington, Oregon, and other states and countries. JVC Northwest has been the catalyst for hundreds of other faith-based volunteer organizations, including other JVC programs, and served as a model for national service programs like the U.S. Peace Corps, VISTA and AmeriCorps. In JVC Northwest's 60+ year history, over 7,000 people have served in our program.

Today JVC Northwest recruits, places and supports volunteers working with people on the margins of society and with vulnerable places in two programs: Jesuit Volunteers and Jesuit Volunteer EnCorps. About 125 Jesuit Volunteers (JVs) in the Northwest are committed to serving full time for at least one year in over 100 schools, health, and social and ecological service organizations in urban, rural, and Native American and Native Alaskan communities providing essential skills, willing hands and great idealism for a better world. They serve throughout Alaska, Idaho, Montana, Washington and Oregon.

Jesuit Volunteer EnCorps (JVE) members engage in part-time, meaningful service positions in Portland and Bend, Oregon, and Seattle, Spokane, Tacoma, and Vancouver, Washington, where they have a direct impact on people living on the margins. JV EnCorps was created to match the skills of the growing number of people moving into retirement with needs in our communities.

Since 2010, JVC Northwest has been a National Direct AmeriCorps program under the Corporation for National and Community Service (CNCS), enabling most of our Jesuit Volunteers to also be AmeriCorps members. This grant has made it possible for JVC Northwest to go where the need is greatest and to enable our partner agencies to extend their services at a greatly reduced cost. The Jesuit Volunteers/AmeriCorps members reside for the service year in 24 intentional communities of four to eight people and commit to living out the values of community, simple living, social and ecological justice, and spirituality/reflection. Living expenses, a modest monthly stipend, health insurance and travel home at the end of their service year is provided to the JVs/AmeriCorps members, as well as an extensive orientation and multiple annual retreats.

JVC Northwest is separately incorporated as a 501 (c) (3) organization. Since 1974, JVC branched from having its only office in the Northwest into five domestic regions and one international region (JVI), each an independent non-profit office. In 2006, other JVC/JVI programs in the U.S. consolidated into Jesuit Volunteers (JVC) based in Baltimore, Maryland, while JVC Northwest discerned to remain independent and locally based to better serve local and regional communities in the Northwest.

The JVC Northwest office is in Milwaukie, Oregon. The Executive Director works under the direction of a Board of Directors. The current staff consists of twenty-three individuals: Executive Director, Executive Assistant, Senior Director of Programs, Associate Director of JV Program, JV EnCorps Manager, AmeriCorps Program Manager, Seattle JV EnCorps Coordinator, Director of Recruitment and Engagement, Recruitment Manager, Recruiter, Communications Coordinator, five JV Program Coordinators, Programs Assistant, AmeriCorps Program Assistant, Director of Finance and Operations, Business Assistant, Accounting Assistant, Director of Major Gifts, and Advancement Assistant. The staff culture is participatory and collaborative, and staff share prayer/reflection at their bi-monthly staff meeting.

JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

Please check out our website for more about us: www.jvcnorthwest.org