Job Title: Vincentian Services Coordinator  
Department: Mission Integration  
Reports To: Sr. Director of Mission Integration  

Job Summary: The Vincentian Services Coordinator position requires a deep understanding of the Catholic faith and a working knowledge of the Vincentian Vocation. The Vincentian Services Coordinator is responsible for scheduling, coordinating and facilitating all Vincentian formation and training as well as assisting the department with administrative details. This person should have excellent organization skills, time management expertise, ethical standards and judgment, flexibility, initiative and strong verbal and written skills. Fluency in a second language is preferred.

Formation & Training
- Manage logistics of formation and training, including technology, and coordination of program, speakers, venue, A/V and food.
- Actively participate in the planning, preparation, execution and staffing of all Vincentian-related events to include the annual Vincentian meeting, Spring to Life, Vincentian University, Ozanam Orientation, leadership development and Town Halls.
- Attend events/meetings at Conference and/or District level.
- Assist in establishing cooperative relationships with other agencies in order to expand opportunities for clients and conferences.
- Provide support to Conference-related Council special projects and initiatives.
- Travel as required.

Administrative & Communications
- Communicate with Conferences, assessing and meeting their needs and troubleshooting to include areas of spiritual growth, recruitment, volunteer recognition, and governance.
- Maintain accurate database of individuals, conferences and districts. National only
- Manage and maintain Vincentian Member website. Ensure all internal documents are current and distributed.
- Assure SVdP Georgia and its mission, programs, products, services and brand are consistently presented in a strong, positive image.
- Maintain information on Conference services areas in phone system, lists, zip codes.
- Attend staff meetings and keep staff updated on member and Conference developments/issues.
- Research and maintain best practices for Conferences.
- Assists on other agency projects or events as needed.
- Other duties as assigned.

Education and/or Experience:
- Bachelor’s degree from an accredited college or university in related field; and a minimum of two years of experience; and/or a combination of relevant life experience, work experience and education.
- Minimum 2 years nonprofit or related administrative experience;
- A deep understanding of the Catholic Church and Catholic Social Teaching and/or the Vincentian Vocation.

Other Skills:
- Bilingual – fluent in reading, writing and speaking Spanish;
- Demonstrated ability to communicate effectively with a diverse group;
- Excellent written and oral communication skills;
- Proficiency in MS Office Suite, Publisher and Adobe, MailChimp, Canva;
- Attention-to-detail self-starter;
- Flexibility to work a variable schedule and willingness to travel as requested.
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk; sit and reach with hands and arms.
- This position involves periodic travel.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able and available to travel as needed to build relationships, present information, develop or present solutions and to participate with local organizations in pursuit of systemic change.