



## **Nonprofit Servant Leadership Program—DC Service Corps**

### **About DC Service Corps:**

[DC Service Corps](#) is a direct service and leadership development program in Washington, DC in which volunteers are placed with partner non-profit agencies to work directly with marginalized individuals and communities cultivating relationships of peace and justice. Leadership training, professional development, mentoring, faith formation, and educational seminars inspired by Catholic Social Thought round out this transformative experience. DC Service Corps members live together with other Franciscan Mission Service volunteers in an intentional community—sharing dinners together, gathering for prayer, participating in fellowship activities, and living out the Gospel mission of "service and action for a more just and humane world." **The 12-month term of service runs August to July.**

### **About Franciscan Mission Service:**

As Franciscan followers of Christ, we build partnerships with Catholic women and men who are inspired to live and serve in solidarity with economically poor communities across the globe – and to bring the transformative experience of mission to North American societies and churches as advocates for peace, justice, reconciliation and care of creation.

### **Support Provided:**

- Fully-furnished private bedroom in an intentional living community
- Monthly living stipend and health insurance
- Coverage of daily transportation costs to and from service sites

### **Benefits—Professional:**

- Gaining an understanding of the inner-workings of a nonprofit as well as your own core skills, abilities and interests that can be applied to the non-profit sector
- Professional development and network building: “one-on-ones” with nonprofit leaders and monthly mentorship meetings

### **Benefits—Spiritual:**

- Two retreats during the service year
- Quarterly facilitated community reflections
- Daily community prayer
- Spiritual direction

### **Other Perks:**

- Metro-accessible location. Live within walking distance of multiple bus lines and the Brookland-CUA station. It’s only a 10-minute train ride to downtown DC.
- Being in community with servant-hearted young adults passionate about living out their Catholic faith

### **Requirements:**

- Be between the ages of 21 and 35
- Desire to actively develop your servant leadership skills to address the world's needs
- Demonstrated commitment to service, peace and social justice
- Demonstrated commitment to spiritual development; openness to the Franciscan charism
- Have a desire to engage in the FMS intentional living community

***Below are position descriptions for where DC Service Corps volunteers have served in 2015-2016 and/or will be serving in 2016-2017.***

**Peace Programs Coordinator**

**Position Description:**

The Peace Programs Coordinator volunteer will serve with [Little Friends for Peace](#), a local non-profit that “empowers children and adults to solve problems nonviolently, build relationships through compassion and empathy, and create a culture of peace.” The responsibilities of the Peace Programs Coordinator include:

- Helping facilitate peace trainings for children and adults
- Leading after-school nonviolent enrichment activities for at-risk youth
- Coordinating on-going peace clubs in local homeless shelters and with other community groups
- Collaborating with staff to develop and implement new peace curriculum
- Expanding peace education offerings and retreats
- Assisting with community outreach initiatives and cultivating community partnerships
- Gaining behind-the-scenes perspectives into the non-profit sector by assisting staff with agency-wide projects and initiatives

**Qualifications:**

- Willingness to experience, learn, practice, and teach peace skills
- Self-starter with effective communication and time management skills
- Demonstrated ability to work with people from diverse backgrounds, cultures, and ages, specifically underserved youth and families, adult men’s shelter clients, and college intern volunteers
- Flexibility and ability to complete projects independently and as part of a team
- Ability to pass a background check
- Peace studies, education, counseling, or social work background helpful, but not required

**Vendor Community Manager and Workshop Liaison**

**Position Description:**

The Vendor Community Manager and Workshop Liaison volunteer will serve with [Street Sense](#), a DC newspaper focusing on homelessness and poverty issues which “elevates voices on poverty issues and creates economic opportunities for people experiencing homelessness.” The responsibilities of the Vendor Community Manager and Workshop Liaison include:

- Facilitating new orientations and monthly community meetings for vendors (individuals experiencing homelessness that comprise the Street Sense sales team)
- Orienting, managing, and supervising a team of volunteers
- Facilitating group activities and oversee daily operations of newspaper sales department
- Supporting curriculum of creative workshops and vendor programming
- Providing logistical and capacity support to the Media Center workshops and its Artists in Residence
- Identifying support for vulnerable vendors in partnership with a social worker
- Contributing occasionally to newspaper and social media content
- Assisting with community outreach initiatives and cultivating community partnerships

**Qualifications:**

- Demonstrated ability to work with diverse communities, especially people experiencing homelessness
- Organized and solution-orientated with effective communication skills. Reflective listening and group facilitation experience is a plus.
- Ability to compassionately manage vendor community while upholding agency policies
- Computer proficiency and ability to learn online newspaper sales system
- Ability to pass a background check
- Social work, communications, or counseling background helpful, but not required

## **High School Corporate Work Study Program Assistant**

### **Position Description:**

The Program Assistant volunteer will serve with the Corporate Work Study Program (CWSP) at [Don Bosco Cristo Rey High School](#) which empowers and enables under-resourced high school students to succeed in the professional workplace while preparing for college with Christian values essential for successful and fulfilling lives. The responsibilities of the CWSP Assistant include:

- Collaborating with staff to support the CWSP's goals and strategies
- Engaging with students during morning check-ins at metro station
- Facilitating transportation arrangements for students to/from their work placements
- Maintaining proper personnel files for students and CWSP employment partners
- Assisting with CWSP events, activities, and outreach
- Participating in staff meetings and trainings

### **Qualifications:**

- Passion for working with high school students from culturally and racially diverse backgrounds
- Interest in helping students navigate and learn from new, professional experiences across a variety of government, nonprofit, and business sectors.
- Ability to model professionalism in speech, dress, and attitude
- Ability to pass a background check
- Proficiency in Salesforce preferred, but not required
- Spanish or French language skills helpful, but not required
- Education or counseling background helpful, but not required

## **Services Access Team Member**

### **Position Description:**

The Services Access Team Member will serve with [The Father McKenna Center](#), a local nonprofit striving to “accompany and care for men facing homelessness and families struggling with poverty” in underserved communities within the shadow of the US Capitol. The responsibilities of the Services Access Team Member include:

- Providing direct assistance to meet the needs of men experiencing homelessness
- Serving low-income families through the daily food pantry
- Welcoming men experiencing homelessness to the Center and connecting them to programs and meals
- Listening, responding to and encouraging the men to engage with case management team
- Collaborating with staff to support case management and social media initiatives

### **Qualifications:**

- Flexibility and willingness to work as part of a team to meet the needs of the community served
- Ability to work with people of diverse backgrounds, including those who may struggle with mental illness and experiences of trauma
- Sensitivity to the needs of those experiencing homelessness and economic poverty
- Commitment to finding long-term solutions to end homelessness while also attending to the immediate needs of those experiencing homelessness
- Ability to pass a background check
- Counseling or social work background helpful, but not required

## **Refugee Center Employment Specialist**

### **Position Description:**

The Employment Specialist will serve as a full-time volunteer in [Catholic Charities](#)' Refugee Center working collaboratively with Case Manager staff to help refugees and asylees achieve their employment goals. The responsibilities of the Refugee Center Employment Specialist include:

- Working directly with clients in conducting initial assessments, orientations, and job search training
- Assisting clients complete job applications, professional resumes and cover letters
- Obtain job leads through research and collaboration with other Catholic Charities departments
- Maintain proper case records, including database entry, internal reports of placements and client job development contacts and activities
- Develop and maintain a vocational reference file on current job market
- Participating in agency meetings and trainings to assist with the development and implementation of special programs and best practices

### **Qualifications:**

- Excellent written and verbal communication and interpersonal skills
- Computer proficiency (Microsoft Office, email, internet research skills)
- Demonstrated cultural competence and cultural responsiveness
- Proactive, self-motivated, solution-oriented, creative thinking and problem-solving
- Desire to learn life-cycle of refugee programming and projects
- Ability to pass a background check
- Counseling or social work background helpful, but not required
- *Bonus: Spanish, French, or Amharic language skills helpful but not required*