



## **Nonprofit Servant Leadership Program Coordinator Position Description**

The Nonprofit Servant Leadership Program (NSLP) Coordinator is a creative and organized self-starter who coordinates and advances our Washington, DC-based programs focusing on service, professional development, leadership growth, and faith formation for young adults. The NSLP Coordinator is responsible for facilitating the experience of NSLP volunteers and managing relationships with current and potential volunteers and partner agencies. Working closely alongside FMS staff, and reporting directly to the Associate Director, the NSLP Coordinator gains valuable professional experience at a dynamic nonprofit organization, receives leadership mentorship, and has access to opportunities to grow in his/her Catholic faith.

As an Office Associate volunteer within the Nonprofit Servant Leadership Program, the NSLP Coordinator lives in community with other volunteers and participates in programming activities, such as weekly direct service, evening prayer, and shared meals.

### **Position Responsibilities:**

#### *DC Service Corps*

- Develop and expand program curriculum based on desired learning outcomes and program goals
- Develop and implement weekly leadership learning sessions to foster professional and personal development of DC Service Corps volunteers
- Identify and schedule session speakers as needed
- Manage program operations by tracking monthly service hours and quarterly reporting and by calculating transportation stipends
- Conduct check-ins with DC Service Corps volunteers at regular intervals and as needed throughout the service year

#### *Nonprofit Servant Leadership Program*

- Manage life-cycle of NSLP volunteer applications from intake of materials and initial application review to phone interview and final recommendation for FMS staff review
- Assist with continued development and articulation of program policies and procedures in line with NSLP goals
- Develop and implement occasional leadership learning sessions to foster professional and personal development of volunteers
- In collaboration with Associate Director, coordinate 2 retreats per service year
- Engage in ongoing development of and updates for program materials including forms, handbooks, and partner materials
- Coordinate orientation for volunteers in collaboration with Associate Director and with assistance from other FMS staff
- Maintain electronic and hard copy files of applicants and current NSLP volunteers

### *Site Partner Agencies*

- Manage relationships between FMS and current and potential nonprofit partner agencies by collaborating with Associate Director on application intake, evaluation, and selection of placement opportunities
- Engage in site visits during the service year

### *Prospective Volunteers*

- Manage ongoing recruitment efforts by updating current job postings and attending volunteer recruitment fairs
- Develop and sustain relationships with priority colleges and universities in order to recruit NSLP volunteers and advance the mission of the program

### *Other Essential Duties*

- Manage life-cycle of Short-Term Mission and Global Awareness Trips in Washington, DC, including communication with interested groups, coordination with service sites, and facilitation of the welcome orientation, daily prayer and reflections
- Represent FMS at meetings with fellow professional service groups such as Franciscan Service Network and DC Volunteer Program Directors
- Engage in direct service for five hours every Wednesday afternoon with a local Washington, DC nonprofit
- Participate in other duties as assigned, including but not limited to: assisting staff team with organization-wide projects (e.g. staff meetings, fundraising direct mail appeals) and events (e.g. WorldCare benefit, lay mission commissioning), contributing to FMS' Advent and Lent blog series

### **Position Qualifications:**

- Bachelor's degree or relevant experience in theology, religion/ministry, non-profit management, program administration, organizational development or other related field
- Creative thinking and solution-oriented approach to program development
- Experience engaging young adults in service, leadership, and/or faith formation
- Experience coordinating programs, retreats, service opportunities and events
- Demonstrated leadership, effective organizational and communication skills
- Experience with group facilitation, public speaking, and project management
- Demonstrated attention to detail and ability to manage multiple projects with varying deadlines
- Ability to interact effectively and maintain relationships with diverse constituencies
- Ability to collaborate with a dynamic team as well as manage projects independently
- Excellent computer skills, including proficiency in Microsoft Office
- Desire to grow in the Franciscan charism and share it with others
- Ability to commit to the program's 13-month term of service, live simply on a monthly stipend, and participate in intentional volunteer living community