

**St. Francis Xavier (College) Church – Social Ministry
Outreach Services Coordinator Graduate Scholarship Application**

The Saint Louis University School of Social Work in partnership with Xavier Parish, better known as the "College Church", are accepting applications for a Graduate Scholarship position.

The student awarded this position would serve as the parishes Outreach Services Coordinator working 20 hours a week, with benefits paying \$30,000 yearly towards tuition (remainder refunded to student as stipend).

Please complete the application and provide all requested materials. Return application via email to Christine Dragonette at dragonettecm@slu.edu by 12:00pm on Wednesday, March 1, 2017. If you have any questions, please contact Christine by email at dragonettecm@slu.edu or by phone at 314-977-7309.

Name: _____

Best time to contact you by phone: _____

If hired, when are you available to start work? _____

Do you intend to enroll full time or part time as a student? _____

Application checklist

_____ Current Resume

_____ List of 3 references with contact information: 1 professional; 1 interpersonal; 1 faith life

_____ Completed answers to application questions

Please answer the following questions for the Outreach Services Coordinator Graduate Scholarship Position. Limit is 2 pages. Please number your pages and include a last name header on the second page. Please use 1" margins and either 11pt or 12pt font.

Describe 3 skills that you identify are important to working in a ministry-focused job. Provide a concrete example (s) from your experience (s) where you used each skill

How is your faith/spirituality active in your life and how does it influence your professional work?

Describe an issue of social justice that you are committed to finding a solution to and how the education and job experience you will receive will allow you to work toward a solution.

Title: Outreach Services Coordinator

Status: Graduate Scholarship Position

Supervisor: Director of Social Ministry

Scholarship: \$30,000 yearly for tuition (remainder refunded to student as stipend)

Length of Scholarship: 12 months with option for renewal for length of time enrolled as student in School of Social Work

Position Summary

The Outreach Services Coordinator is responsible for the coordination and delivery of SFX's major direct service programs, the Documentation Assistance Program and Xavier Winter Inn. The Outreach Services Coordinator is responsible for program operations and organization, as well as volunteer management, including recruitment and trainings. This person assists with tracking expenses and keeping program statistics, as well as budget oversight for Documentation Assistance Program and Xavier Winter Inn. The Outreach Services Coordinator is responsible for maintaining resources needed for both programs and relationships with in-kind donors. The Outreach Services Coordinator is responsible for communication with the St. Louis Community, parish staff, Social Ministry Commission, volunteers, and parish community in relationship to Documentation Assistance Program and Xavier Winter Inn.

Working Conditions

- 20 hours of work per week; hours and day negotiable with the exception of Tuesday and Wednesday mornings when Documentation Assistance Program is open
- Some evenings and weekends required (mainly Xavier Winter Inn)
- Computer use: PC and Microsoft Office

Primary Responsibilities

Documentation Assistance Program

- Coordinate the Documentation Assistance Program including daily operations on Tuesday and Wednesday mornings
- Recruit and train volunteers
- Perform program administrative duties: birth certificate mailings, birth certificate and ID mail lists, resource management, program communication, service data necessary for grant reporting and grant applications
- Perform and facilitate on-site documentation assistance at partner agencies
- Complete expense reports and service provision reports
- Collaborate with Director of Social Ministry and Grant Committee on grants specific to Documentation Assistance Program
- Serve as contact for the Documentation Assistance Program's monthly Legal Clinic and quarterly Health Clinic

Xavier Winter Inn

- Coordinate and serve as primary contact for Xavier Winter Inn, emergency winter shelter
- Recruit volunteers and shelter coordinators
- Organize and execute volunteer trainings
- Oversee shelter operations, and volunteer and shelter management with shelter coordinators
- Oversee budget for Xavier Winter Inn

Parish and Program Responsibilities

- Maintain community partnerships for the Documentation Assistance Program and Winter Inn
- Participate in monthly meetings of the Social Ministry Commission as schedule allows; attend all staff meetings as schedule allows; meet bi-weekly with the Director of Social Ministry; attend any other meetings identified by Social Ministry Director
- Assist with other projects as directed by Social Ministry Director

St. Francis Xavier 'College' Church

- Other duties as assigned

Qualifications

- College degree, enrolled in School of Social Work Master Program and maintaining good academic standing
- Minimum of one year of post-undergraduate service in volunteer program desired
- Desire to work in a parish setting
- Effective communication skills and strong organizational skills
- Commitment to the mission of St. Francis Xavier Church and Social Ministry
- Understanding and ability to work in a ministerial capacity with program guests, volunteers, parishioners, and staff
- Knowledge or experience in volunteer management helpful
- Ability to work independently and as part of a team
- Self-motivated, -directed, and flexible
- Valid Driver's License and access to a car desired
- Proficient in PC and Microsoft Office