



Program Manager – IVC

The IVC Program Manager has three major areas of responsibility: the recruitment of volunteers for IVC; the promotion of IVC in the region; and the management of program logistics during the IVC year.

The recruitment of service corps members for IVC includes:

- Establishing relationships in parishes, civic, and senior groups in the region
- Developing and disseminating recruitment materials
- Conducting information sessions for new members
- Working with the IVC Director on the development and execution of strategic recruitment plan
- Representing IVC at volunteer fairs, parishes, diocese functions, and local networking groups
- Supporting prospective service corps members through IVC application process

The promotion of IVC includes:

- Maintaining the database list of volunteers, reflectors, IVC alumni, and friends of IVC to whom we send appeals and event invitations
- Working with our Jesuit University Partners and providing stories of alumni who are IVC volunteers for their publications
- Placing ads, announcements, and articles about the IVC program in area church bulletins, newspapers, magazines, and online publications.
- Maintaining social media accounts for IVC region. This includes Facebook and IVC webpage.
- Assisting IVC Director with event promotions

The management of program logistics includes:

- Serving as the primary contact with the IVC monthly meeting sites and retreats (to schedule meeting dates, plan room set-up, and arrange for technology needs)
- Making sure new members are onboarded properly and feel welcome
- Inviting speakers to monthly programs
- Preparing copies of materials for monthly meetings
- Planning, ordering, and overseeing hospitality items at monthly meetings and retreats
- Maintaining a roster of members, reflectors, and sites and keeping attendance of service corps members at monthly meetings



Qualifications:

We are looking for a motivated self-starter who can communicate the IVC mission enthusiastically and effectively among prospective service core members (mature, retired individuals) and diverse constituencies. The successful candidate will be able to set goals and work independently and possess excellent interpersonal skills in one-on-one and small group settings as well as in front of larger audiences. The candidate should have broad familiarity with the Catholic faith and its social teachings and feel comfortable working within Catholic/Christian communities. Candidate must be familiar with Microsoft products including Excel, Word, Outlook, and PowerPoint. Communications/public relations and/or marketing background preferred. Driver's license and use of personal vehicle required. Spanish fluency is a plus. Facebook marketing experience is a plus.

Position Summary:

This position is **20 - 25 hours per week** with flexible hours.

Salary level in the mid-'20s with great potential for growth as the regional program grows

The Program Manager will work out of their home. They must have a private work area in their home where records can be stored and video calls can be conducted professionally. Travel is required in own car. Mileage will be reimbursed.

The IVC Program Manager reports directly to the IVC Director.

To apply, please send a letter of interest and cv/resume via email to : Becky Ehrman, IVC Vice President of Programming and Regional Development. behrman@ivcusa.org

This position is open until filled.