



Program Manager – IVC DC / Metro Maryland

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 program 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 prospective members.
- Working with IVC Director Mike Goggin on the development and execution of a strategic recruitment plan.
- Representing IVC at volunteer fairs, parishes, Archdiocesan functions and local networking groups.
- Supporting prospective service corps members through the IVC application process.

The **promotion** of IVC includes:

- Maintaining the database list of service corps members, spiritual 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 members 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 the IVC region. This includes Facebook and the IVC webpage.
- Assisting IVC Director Mike Goggin with event promotions.

The **management** of program logistics includes:

- Serving as the primary contact with the IVC monthly meeting sites and retreat sites (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 corps members (who are 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 Christian faith and its social teachings and feel comfortable working within Catholic/Christian communities. Candidate must be familiar with Microsoft Office products including Excel, Word, Outlook, Publisher 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 his or her home. S/He must have a private work area in the home where records can be stored and video calls can be conducted professionally. Travel is required in one's own car. Mileage will be reimbursed.

The IVC Program Manager reports directly to IVC Director Mike Goggin.

To apply, please send a letter of interest and CV /resume via e-mail to:

Mike Goggin

mgoggin@ivcusa.org