

Paid Internship Position - FVCC

Vincent's Ministries, LLC is seeking paid Interns to assist at the Father Virgil Cordano Center. The Intern will assist the Program Director and volunteers at the Center with all administrative functions and operations as needed.

Job Duties:

- Makes safe and healthy boundaries a day-to-day priority for all engaged in work, volunteering or support of the Center.
- Makes photocopies, fax documents, organize member files and perform other clerical functions
- Ability to use Microsoft Office
- Assists with laundry services at the Center.
- Assists with meal menu and assignment of Volunteers for meal preparation and meal service.
- Assists in the general upkeep and cleanliness of the facility
- Committed to working with the poor and homeless
- Performs related duties, special assignments and projects as required by the Program Director and Volunteers.

Candidates must have:

- High school diploma
- 18 years of age or older
- COVID Vaccination required

Must pass criminal background fingerprint check and pre-employment negative TB test. Vaccinations must also be up-to-date with certifications provided.

Position is for a paid internship program Monday through Thursday part time.

Stipend: \$14/per hour

Fr. Virgil Cordano Center is a collaborative ministry of the Franciscan Friars at Old Mission Santa Barbara and the Daughters of Charity at St. Vincent's that is rooted in the Gospel and the Social Teachings of the Catholic Church. Faithful to the traditions of St. Francis of Assisi and St. Vincent de Paul, we provide a place of welcome and support for the human and spiritual well-being of our sisters and brothers in need.