



Assistant Program Director of the Fr. Virgil Cordano Center

St. Vincent's is seeking a Full-time (40 hours per week) Assistant Program Director to assist the Program Director in all administrative functions and operations of the Fr. Virgil Cordano Center (the Center) by assisting Program Director to develop and implement program components to meet the goals set forth by the Collaborative Board of the Center. The Assistant Program Director is responsible for assisting with the implementation of approved administrative policies and procedures, assisting clients through referrals, case management and other related services, networking with community agencies and organizations to promote collaboration, and non-duplication of services where services provided are adequate for the needs of the local community.

THE ORGANIZATION

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.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Works in a team environment with the Program Director in carrying out the administrative functions and operations of the Center.
- Conducts the intake process for members of the Companionship Club. Provides an orientation to new members of the Club on the responsibilities of Club Membership. Keeps records of all members of the Companionship Club.
- Assists in maintaining a safe environment by continually monitoring the immediate site and premises while enforcing the Center's policies.
- Distributes personal hygiene items to members as needed.
- Distributes mail to members who have mail address at the Center.
- Assists in the general upkeep and cleanliness of the facility.
- Assists with meal menu and assignment of Volunteers for meal preparation and meal service.
- Responds to phone calls and greet visitors.
- Assists with laundry services at the laundromat.
- Makes photocopies, fax documents and performs other clerical functions.
- Assists in documenting and submitting Food Rescue forms and other required forms.
- Assures adequate and timely availability of supplies for the Center.
- Makes safe and healthy boundaries a day-to-day priority for all engaged in work, volunteering, or support of the Center.

- Maintains professional, respectful, and peaceful relationships.
- Maintains a commitment to excellence in all the Centers' services.
- Assists the Program Director with the preparation of reports to the Vice President of Mission Integration & Archives.
- Performs related duties, special assignments and projects as required by the Program Director.

Qualifications

- BA/BS in Social Work preferable or Equivalent Experience.
- Good communication skills: Able to communicate clearly and effectively in verbal and in written communication.
- Ability to de-escalate conflict.
- Committed to working with the underserved and homeless population.
- Determination and persistence.
- Ability to work in a team environment with co-workers and volunteers.
- Problem-solving skills.
- Ability to use Microsoft Office.
- Good work ethic, honest and flexible.
- Prior experience in lieu of degree considered.

Must pass criminal background fingerprint check, pre-employment physical with a negative TB test and have a valid California Driver's License with clean DMV record.

The COVID-19 vaccination series is a requirement for this position.

Full-time role Monday through Friday.

Compensation: \$20.00 - \$28.00 an hour

EXCELLENT BENEFITS

Health Insurance ° Dental Insurance ° Vision Insurance

Life Insurance - \$50,000

Retirement Plan - 403(b) and 401(a)

Gym Membership

Paid Holidays - 13 Holidays per Year

Paid Time Off (PTO)

Paid Bereavement Leave

Paid Jury Duty Leave

100% Generous Preschool Enrollment Discount at our Center

Education Reimbursement up to \$1,000 per quarter/semester

Job Signing Bonus - 5% of Annual Salary

Referral Bonus - \$500 per Successful Job Referral

Transportation Benefit - Paid Mileage to and from work from home

Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year

TO APPLY: Please submit a cover letter and resume to hr@sv-sb.org.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.