



# NOW HIRING!

## Sisters of St. Joseph

*Are you drawn to the Charism of the Sisters of St. Joseph?*

*We need you - come be our next great employee!*

We currently have an immediate opening for a full time **Co-Director of St. Joseph Worker Program** to provide an atmosphere of welcome and hospitality for all who enter the St Joseph Program for a year of service. He/she assists in the screening, selection and evaluation of candidates for the St. Joseph Worker Program.

### Responsibilities:

- Requires the commitment to assure that the values and mission of the Sisters of St. Joseph are reflected in service delivery.
- All aspects of recruiting for prospective volunteers including on campus fairs, email correspondence, networking events.
- Generate communications via various media platforms.
- Coordinate production and distribution of materials.
- Adheres to budget and keeps financial records.
- Works collaboratively with Co- Director in all aspects of selection, coordination, placement, orientation and supervision and evaluation of the St. Joseph Workers.
- Coordinates and attend all programs, workshops and community gatherings connected with the St. Joseph Worker Program, some of which include weekend and evenings.

### Qualifications:

- Bachelor's degree in Human Service, Volunteer Administration, Theology, Pastoral Ministry or related field.
- Minimum 3 years demonstrated experience in community or pastoral work.
- Knowledge of social justice, community organizing, and the CSJ mission and ministry.
- Full time volunteer experience preferred.
- Working knowledge of computers and software
- Two years' experience interviewing and evaluation candidates.

We offer a competitive benefits package including medical, dental, vision, life insurance, pension plan, generous paid time off along with a positive, inspiring work environment. To learn more about this opportunity, please apply at [resume@csjbrentwood.org](mailto:resume@csjbrentwood.org).



**Sisters of St. Joseph**

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