

**Position Title: National Program Coordinator:  
National Ex-Offenders Re-Entry Program (NREP)**

**Update: 09/24/2013**

**Organization: National Council of the United States Society of St. Vincent de Paul, Inc.**

**Office Location: Maryland Heights, Missouri**

**Type: Full time (independent contractor)**

**Reports To: National Associate Executive Director (SVdPUSA)**

**Program Summary:**

A Strategic National Grant created a unique partnership between the United States Conference of Catholic Bishops-Catholic Campaign for Human Development, the National Council of the United States-Society of St. Vincent de Paul, Inc. and local community organizations in five states across the country: Louisiana, Florida, Wisconsin, Ohio, and Massachusetts. The proposed project utilizes the existing Catholic infrastructure in the area of social ministry/social action by teaming the National Council of the Society of St. Vincent de Paul, the local Catholic Campaign for Human Development network in each state, and highly successful local organizations that have proven outcomes on impacting the lives of ex-offenders.

The goal of this proposed project is to support the human development of ex-offenders in a holistic approach. The Society of St. Vincent de Paul members, called Vincentians, will work directly with ex-offenders from the participating community organizations of each state and, together, will help rebuild the ex-offenders' lives.

**Objectives:**

This is a professional consultant position responsible for providing leadership, vision, and support for the National Ex-offenders Re-Entry Program (NREP) funded by the United States Conference of Catholic Bishops, the Human Catholic Campaign for Human Development.

- To assist in hiring, guiding and evaluating program coordinators in the development, implementation, documentation and evaluation of the NREP in five states (Florida, Ohio, Louisiana, Wisconsin, and Massachusetts).
- To provide day-to-day coordination of the national program.
- To ensure program goals and objectives are implemented, documented and updated to ensure program successes.
- To develop key national contacts to promote the program and advocate for systemic changes.

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- To work in cooperation with the National Council office staff members, state coordinators, and the USCCB-CCHD staff.
- To report on a scheduled basis to the National Associate Executive Director through the end of the contract period. It is not a requirement that the National Program Coordinator be permanently housed or officed in the St. Louis metropolitan area; however, regular trips to the National Council Office will be required.

**Key Responsibilities:** (note: highlighted items are measureable outcomes)

**Program Development**

- Develop national program policies and procedures
- Assist each state coordinator in developing and implementing the program
- Ensure program development will achieve project grant objectives
- Monitor, analyze data, and evaluate programs in each state
- Prepare/deliver annual report

**Administrative Duties**

- Develop and maintain national program budget
- Compile and submit monthly request for reimbursements
- Review and approve time off for state program coordinators
- Ensure program timelines are being achieved for each state coordinator
- Assist in the hiring, guidance and performance evaluation of each state coordinator
- Perform program audits and make program adjustments to achieve desired goals
- Facilitate an annual meeting of all program coordinators
- Promote an environment of innovation and collaboration
- Effectively utilize computer and appropriate software for program development and reporting
- Identify potential program problems and their resolution
- Establish national contacts and build long-term relationships to promote system changes
- Identify, cultivate, and solicit program funding prospects and assist state coordinators to do the same

**Key Competencies of the Position:**

- Understanding of the Society of St. Vincent de Paul; its mission, vision and values.
- The ability to prioritize tasks
- Diplomacy - ability to develop, maintain, and utilize relationships to advance program projected outcomes
- Efficient/effective communication oriented
- Accuracy and detail oriented
- Flexibility/adaptability to a variety of assignments
- Multitask oriented
- Follow through and time consciousness

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- Ability to initiate independent activity
- Competent in achieving results
- Willingness to function as part of a team
- Ability to deal responsively with internal and external customers

**Skills, Knowledge and Experience Requirements:**

- A Master's degree with at least two years' experience or a Bachelor degree with at least five years' experience in Criminal Justice or Social Service in the criminal justice field. Preferred experience in ex-offender, re-entry programs. Relevant work experience may be substituted for education on a one year for one year basis.
- Minimum two years' experience in developing and implementing new programs for vulnerable populations with proven results.
- Minimum two years supervisory experience.
- Demonstrated ability to identify, cultivate, and solicit funding sources.
- An understanding of Catholic Church teachings.
- Experience in developing community partnerships.
- Team player able to relate to and work with diverse constituencies, including all levels of staff, volunteers and board.
- Excellent written and oral communication skills (including presentation delivery, conveying ideas, and follows instruction effectively).
- Positive, professional demeanor and ability to develop, maintain, and utilize relationships to advance program projected outcomes.
- A self-starter, independent worker with the ability to develop a plan and report on its progress.
- Knowledge of strategic planning and budget development and management.
- Strong organizational skills to plan, implement, and evaluate programs.
- Flexibility of schedule and availability of time necessary to accomplish program goals
- Leadership skills in guiding work teams, committees and volunteers.
- Proficiency with Microsoft Office applications, especially Word, Excel and Outlook, and the Internet.

**Scope/Complexity:**

- Ability to develop relationships with individuals, civic leaders, governmental leaders, foundations and corporations, and vendors
- Requires ability to travel nationally
- Develops contact with outside agencies and individuals which may foster program growth
- Assist staff with specific projects and provide information to facilitate work flow at the direction of your supervisor
- A deep understanding of the Catholic teachings and principles, the criminal justice system, family dynamics, and civic leadership

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- Maintains confidentiality about any proprietary data and privileged information concerning SVdP, its staff, members, volunteers, entities and programs
- Maintains client and family confidentially
- Other assignments related to this program as determined by the National Associate Executive Director

**Accountability:**

- Reports to the National Associate Executive Director (SVdPUSA)
- Ensures achievement of “Outcomes” as outlined in the grant proposal
- Supports the Rule and Bylaws of the Society of St. Vincent de Paul
- Adheres to policies and procedures of the Society and all pertinent legal regulations
- Participates in annual self-evaluation and performance review

**To Apply:** send cover letter, resume and salary requirements to: Michael S. Syslo, National Associate Executive Director at the National Council of the United States Society of St. Vincent de Paul ([mssyslo@svdpusa.org](mailto:mssyslo@svdpusa.org)).