

Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date: October 22, 2021

Position: Program Coordinator, Foley Community Service Center

Summary Description: The Foley Community Service Center coordinates student community engagement with the Mobile community. As an integral component of the College's mission to "form students to become responsible leaders in service to others", the Foley Community Service Center coordinates student service, Federal Work Study placement, service-learning classes, nonprofit internships, and civic leadership development. In partnership with several dozen community agencies and schools, the Foley Center currently runs afterschool programs at two middle schools, offers an ESL program on the SHC campus, co-sponsors the Arrupe Service Leadership Program (with Residence Life), supervises nonprofit internships in the community, and leads the Fellowship in Civic Leadership. It is the director's responsibility to develop and coordinate these programs, as well as facilitate students' reflections on their service experience. The Director for the Foley Community Service Center reports to the Vice President of Mission and Identity.

Essential Functions

1. Coordinates service placement for students in the Mobile community.
2. Manages Foley Center direct service programs, currently including two afterschool tutorial programs and an ESL program (on campus).
3. Recruits, hires, and manages a team of community-based Federal Work Study students.
4. Oversees the hiring and payroll of two school-based teacher liaisons for the tutoring program.
5. Co-leads the Arrupe Service Leaders Program (Living Learning Community) in collaboration with Residence Life.
6. Leads the Fellowship in Civic Leadership program in partnership with the David Mathews Center for Civic Life.
7. Supervises the placement of students in nonprofit internships in Mobile.
8. Develops and supports service-learning classes and community-based learning projects in partnership with faculty.
9. Provides occasional workshops for staff & faculty on service learning and community engagement.
10. Develops and maintains relations with community partners, including formal MOUs as appropriate.
11. Collects and reports annual participation and program assessment data for students serving in the community.
12. Identifies, applies for, and maintains grants to support the programs.

13. Serves as an advocate for community engagement, service learning and social justice education on relevant committees and decision-making bodies.
14. Coordinates Spring Hill service programs in collaboration with other programs on campus: Student Affairs, Academic Affairs, Campus Ministry, and others.
15. Develops relationships with Directors of Community Engagement at other institutions of higher education in the Association of Jesuit Colleges and Universities (AJCU) and locally in Mobile.

Required Knowledge, Skills, and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Understanding of and commitment to the mission of Jesuit higher education and the role of community-based learning in contributing to that mission.
2. Working knowledge of best practices in service-learning and community engagement in higher education.
3. Evidence of ability to work collaboratively and organize projects with people from a variety of professional backgrounds including community partners, students, professors and staff.
4. Appreciation of and ability to work collaboratively with people from diverse backgrounds.
5. Strong oral, written and interpersonal communication skills.
6. Strong attention to detail in recordkeeping, data management, and outcomes-based assessment.
7. Good workflow management skills, including the ability to manage multiple long- and short-term schedules.
8. Proficiency in the use of Microsoft Office and Google Suite applications.
9. Ability to work outside of normal work hours as programs and partnerships may require.

Qualification Standards:

Education: Master's Degree required. Some directly related experience may be substituted, in part, for education.

Experience: Minimum of two (2) years of experience in community engagement, service learning, teaching and/or community partnership development within higher education, in particular partnership with schools or non-profit organizations. Professional work experience in nonprofit organizations could substitute if that experience involved collaboration with institutions of higher education.

Other Considerations:

- Hiring process includes, e.g., a criminal history background check.
- This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled. To apply, forward the following items to Robert Poirier, by e-mail to rpoirier@shc.edu (preferred) or mail to Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608.

- Cover Letter
- Resume or CV
- Three Professional References
- Personal statement describing how the candidate's experiences have shaped their understanding of the role of community service in the education of undergraduate students and how this experience has prepared them for this leadership role.