



Program Director for Diversity, Equity, Inclusion

In the Spirit of St. Vincent de Paul, the mission of the Colorado Vincentian Volunteers is to invite young adults into a process of transformation through companionship with people who live in poverty and are marginalized. Colorado Vincentian Volunteers (CVV) is a community of faith and action that responds to the Gospel call in the spirit of St. Vincent de Paul. As a unique experience in the [Catholic and Vincentian tradition](#), we are young adults, ages 21-30, who serve the elderly, people experiencing homelessness, those with intellectual and developmental disabilities, youth and those who are living in poverty. Our year-long program offers an opportunity for spiritual, emotional, professional growth, and a way of discerning and living one's Christian vocation.

THE FIVE [CORE VALUES](#) OF THE COLORADO VINCENTIAN VOLUNTEERS

1. Being in relationship with those who are marginalized and living in poverty
2. Prayerful reflection based on the Gospel
3. Intentional community
4. Transformative experience for young adults
5. Companionships with others

Purpose of Position:

CVV is committed to more fully realizing its mission through its commitment to diversity, equity, and inclusion. CVV is looking to develop its organization through an inclusive and equitable lens in its faith formation programming and its DEI-specific work. This position is intended to hold those two intentions in balance creating inclusive and equitable leadership and programs. This position will develop all training, processes, and structure to become inclusive and equitable while centering the most marginalized people CVV serves.

Reports to: Director. As an organization, CVV honors leadership that is inclusive, transparent, and collaborative with shared decision-making.

Responsibilities of Formation Program:

- With staff, develop and implement a plan for spiritual formation for volunteers (orientation, weekly Gospel-based reflection, discussions, retreats, guest presenters, spiritual direction, etc.) grounding volunteers in the mission and goals of CVV with a preferential option for the marginalized
- Develop, facilitate, evaluate, and support program staff in implementing reflection on intersections of diversity, equity, and inclusion and the Vincentian charism within large group, small group, and 1:1 reflections with volunteers
- With staff, support volunteers in creating an intentional living community cultivating a sense of belonging, through which they support one another on their journeys



- Oversee program schedule including weekly formation, Monday liturgies, community prayers, retreats, immersion, curriculum and supporting staff in that process
- Identify, develop, and implement program development for inclusivity in agency partnerships
- Identify, develop, and implement program development for inclusivity in recruitment
- Collaborate with Alumni Committee and staff to develop opportunities supporting diversity, equity, and inclusion with the alumni community
- Participate in activities with the Vincentian Family (e.g. Congregation of the Mission Western Province, MISEVI, Denver Vincentian Family).
- Strive to live the values of CVV, including involvement in direct service with marginalized communities
- Mission-minded and recent direct service experience preferred

DEI Responsibilities:

- Actively participate and lead embedding diversity, equity, and inclusion within programming, formation, communication, and organizational decision-making, grounded in the mission and goals of CVV with a preferential option for the marginalized
- Contribute to the equity practices of the organization substantively and tactically in support of successful organizational projects through thought partnership, knowledge-sharing, problem solving, work planning, etc.
- Serve as the project lead, in collaboration with staff, focused on embedding equity in all aspects of the organization (develop, refine and/or implement action steps including training, staff development, program/work plans, summative reports, recommendations memos, presentation decks, etc.)
- Engage with staff team and external community members (including alumni, agency partnerships, prayer families, local volunteers, CVV community, and more), contributing to strategy and counsel, responding to requests, participating in on-site and virtual facilitation of training and workshops
- Individually companion volunteers and staff in content and reflection advancing diversity, equity, and inclusion in personal journeys
- Support writing and content development, including draft letters and other written material
- Other duties as assigned

Requirements

- Lived understanding of Colorado Vincentian Volunteers' core values
- Prior pastoral, faith formation, community development experience preferred
- Bachelor's degree or equivalent work experience required, plus relevant work, internship or volunteer experience guiding DEI in organizations



- At least 3-5 years experience with managing complex projects which may include diversity, equity and inclusion programming
- Proven experience leading diversity, equity, and inclusion initiatives within an organization
- Familiarity with and willingness to promote Catholic faith and Vincentian charism
- Strong proficiency with internet research, Google Docs and Microsoft Word, Excel and PowerPoint required; professional experience with social media applications and web content management systems a plus
- Demonstrable ability to develop customized content for and facilitate equity-focused trainings, keynotes, planning sessions, focus groups, etc. in a variety of contexts
- A collaborative and relationship-building mindset. Must be able to proactively identify potential challenges/conflicts and communicate with a problem-solving approach. Able to work in a team and independently, accountable for achieving goals
- Strong oral and written communication skills that demonstrate the ability to quickly produce clear, compelling written messaging and communicate professionally and equitably with a wide range of staff, board members, donors and stakeholders
- Ability to thrive and manage shifting priorities with flexibility while meeting deadlines, under tight deadlines in a fast-paced environment
- Demonstrable project and time management skills across multiple assignments with many moving parts

Compensation Range: \$70,000-80,000

Approximate time required by position: 40 hours weekly on average, including some evenings and weekends. Limited travel required.

Time off: Accrued at rate of 1.5 days/month

Compensation: Benefits available include health, dental, vision, life and disability insurance, and retirement plan. Eligibility within one month of hire. Mileage reimbursement for work-related travel.

CVV is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications, potential and competency. CVV policy prohibits unlawful discrimination based on race, color, military status, age, sex, national origin, political affiliation, religion, disability, sexual orientation or any other basis protected by federal, state, or local law.

To apply, submit a cover letter and resume to cvv@covivo.org by July 8, 2021.