

Position Description for  
**Associate Director**  
Missionary Cenacle Volunteers

The primary focus of this position is to assist in coordinating the MCV (Missionary Cenacle Volunteers) program, which provides long and short-term mission service opportunities. Our goal is “to help Catholics become apostles” by growing spiritually while serving those in need. We support missions across the USA, Mexico, Puerto Rico and Costa Rica. We coordinate all aspects of the MCV program and also provide administrative support for the programs of the TMC (Trinity Mission Center), whose programs are designed exclusively for young adults.

**Major Responsibilities** include:

- Representing MCV at college/university volunteer fairs
- Coordinating recruitment, screening and placement process for Trinita summer program
- Creating and publishing organization’s promotional materials (printed and electronic)
- Coordinating MCV participation in “Alternative Service Breaks” with TMC team
- Maintaining statistics and database concerning inquiries and applications

**Shared Responsibilities** include:

- Responding to all inquiries in a prompt, personal and professional manner
- Facilitating the long-term placement process, including screening and site logistics
- Conducting annual site visits to each mission site
- Assisting with Mission Formation Week in September and MCV Retreat in February
- Participating in planning meetings, programs and activities of Trinity Mission Center
- Developing Alumni Program/Network

**Qualifications**

- Bachelor’s degree required, Masters preferred
- Fluency in English and Spanish highly desirable
- Excellent social and telephone skills
- Actively engaged in the Catholic faith
- Computer proficient (particularly Macintosh) and familiarity with FileMakerPro, InDesign, Microsoft Word and website maintenance
- Willing to work some evenings and weekends
- Enjoy travel and meeting new people
- Ministry/volunteer experience during or after college preferred
- Significant volunteer experience (nine months to one year long-term service, and/or a total of at least six to nine months of short-term or routine volunteer service) preferred

Salary based on experience. Benefits include shared-cost health insurance, paid life insurance, paid holidays, two-week paid vacation and annuity-type pension plan. Intentional community living option. Position start date: July 1, 2008; negotiable.

Send resume and references to:

**Maureen Masterson, Director**

**Missionary Cenacle Volunteers**

**P.O. Box 35105**

**Cleveland, OH 44135-0105**

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