

**Franciscan Outreach Association**  
**Marquard Center**  
**1645 W. LeMoyne Street**  
**Chicago, IL 60622**  
[www.franoutreach.org](http://www.franoutreach.org)

**Resident Assistant (RA) position**  
**Start date: May 15, 2010 (flexible)**

For almost 50 years, **Franciscan Outreach Association (FOA)** has served the poor and homeless in Chicago by providing basic human needs such as food, shelter, encouragement, and assistance in creating a better life for the homeless and marginalized.

The Full-Time Volunteer program at FOA offers individuals the opportunity to come live and work with us and provide direct service to the homeless. We seek to nurture among our volunteer staff a deepened commitment to service and solidarity with the poor while providing a challenging and rewarding experience. Full-time volunteers commit to 6 or 12-month periods of service in exchange for room, board, health insurance, and a small bi-monthly stipend.

**Job Description**

The Resident Assistant (RA) at FOA will be responsible for ensuring a safe, clean, and peaceable living environment for our Full-Time Volunteer community, which resides on-site at the Marquard Center in separate living quarters.

Primary duties of the RA position include: 1) convening weekly community meetings, 2) ensuring that household chores are done, 3) providing on-call assistance on weekends and after hours, 4) organizing/helping to prepare a community dinner once per week, 5) organizing and attending scheduled community outings and functions when possible, and 6) volunteering occasionally in our soup kitchen and/or shelter so as to have familiarity with our homeless guests, services, and the overall mission of the agency.

This is an ideal position for a graduate student who seeks a part-time, flexible, live-in situation. The position requires approximately 10 hrs/work per week. The RA will be under the supervision of the Full-time Volunteer Coordinator.

**Qualifications**

We are seeking a **mature, responsible, and socially-committed individual** with previous experience working with young adults in a counseling/campus ministry or related role. Applicants should feel confident engaging/mentoring young adults while maintaining professional boundaries. Previous experience in an AmeriCorps service position or volunteer community highly preferred. Familiarity with issues of homelessness or experience working in homeless social-services is definitely a plus.

**Compensation**

The RA will receive free room (2 private rooms) and board, with a shared kitchen, bathroom and living quarters. In addition, the RA will receive a stipend of \$3,000 per year to help cover personal expenses.

The Marquard Center is located in Wicker Park, a safe, sought-after neighborhood of the city. We are easily accessible to the Blue Line, and on-street parking is available.

To **apply**, please send your resume and a letter of interest to Chris Curran, Director of Mission and Volunteers, at [chris@franoutreach.org](mailto:chris@franoutreach.org) or 1645 W. LeMoyne St., Chicago, IL 60622.

**Application deadline is April 16, 2010**

## **Full-Time Volunteer Coordinator**

Franciscan Outreach Association  
1645 W. LeMoyne Street, Chicago, IL 60622

For almost 50 years, **Franciscan Outreach Association (FOA)** has served the poor and homeless in Chicago by providing basic human needs such as food, shelter, encouragement, and assistance in creating a better life for the homeless and marginalized.

The role of the **Full-Time Volunteer Coordinator** is to further the mission of our agency by recruiting, directing, and offering support to full-time volunteers who come to live and work at Franciscan Outreach Association for an extended period of time. This individual will nurture among our volunteer staff a deepened commitment to service and solidarity with the poor while maintaining an engaged and productive volunteer community.

### **Main Areas of Responsibility:**

- Recruit full-time volunteers by networking with volunteer placement organizations (on national, local, and international levels), developing and placing ads in relevant media, attending service fairs and workshops, and occasionally making presentations at colleges and FT volunteer orgs.
- Receive and review volunteer applications and oversee all aspects of application process
- Create and direct a comprehensive orientation program for volunteer program
- Research, organize, and coordinate non-work related activities for FT volunteer community
- Supervise and collaborate with live-in RA to address community issues/ concerns
- Plan and coordinate monthly in-service sessions on topics such as understanding mental illness, conflict resolution, and Franciscan spirituality
- Provide administrative support for key aspects of the FT volunteer program including volunteer health insurance, and AmeriCorps, immigration, and visa paperwork

### **Qualifications:**

This full-time position (40 hrs/week) is well-suited for a **highly organized, motivated, and socially-committed individual** who has previous experience working with young adults in a campus ministry, social-services, or related role. The successful applicant will possess excellent organizational, administrative, and leadership skills as well as the ability to think creatively, prioritize multiple tasks, and collaborate with others to implement new ideas. In turn, this position offers a high level of professional responsibility and autonomy and the unique opportunity to make a difference in the lives of our volunteers and the homeless individuals we serve.

We require a BA (in any field) and a minimum of 5 years of progressive work experience. Applicants should feel confident working with young adults while maintaining professional boundaries. Previous experience in an AmeriCorps service position or volunteer community highly preferred.

**Start date:** April 12, 2010 (flexible)

**Compensation:** \$28,500 annual salary plus excellent medical benefits

**To apply,** please send your CV and letter of interest to Chris Curran, Director of Mission and Volunteers at 1645 W. LeMoyne St, Chicago, IL 60622 or email to [chris@franoutreach.org](mailto:chris@franoutreach.org).