



Society of

# St. Vincent de Paul

NORTH TEXAS

3826 Gilbert Ave  
Dallas, TX 75219

214 520 0650  
[www.svdpdallas.org](http://www.svdpdallas.org)

**Job Description:** Vincentian Support Advocate  
**Category:** Part Time, Hourly  
**Reporting:** This position reports directly to the Sr. Director of Operations

## About St. Vincent de Paul:

The Society of St. Vincent de Paul is a predominately volunteer organization that offers homelessness prevention through direct aid to those in need across nine counties in North Texas. Through personal, compassionate interaction, the Society's members, who are organized in 40 Conferences, provide short-term financial, material and emotional support to our neighbors in crisis. In addition, broader Society programs and services help families address the underlying root causes of their basic unmet needs. Things like access to free prescription medication for those without insurance, or support in escaping predatory debt empower neighbors to build a life free from poverty.

To provide additional support for our Vincentian Members and Conferences, we are expanding our Vincentian Support Team. Our ideal candidate has a love of the mission of the Society, enjoys meeting and working with people, is well organized, and is a great communicator.

## Definition:

Working under the supervision of the Sr. Director of Operations, the Vincentian Support Advocate interacts directly with the Conferences ensuring they understand the mission of the Society and guides them in appropriate Conference operations and best practices.

## Duties and Responsibilities:

- Governance: Liaison between Council and assigned Conferences
  - Guide conference leadership in Rule adoption and compliance
  - Keep Council leadership apprised of conference activity including potential issues in conference. May assist with issue resolution in collaboration with District Presidents
  - Communicate best practices throughout the Council organization
  - Provide support for conference reporting (quarterly, annual, audits). Monitor for accuracy and timely completion
  - Monitor conferences to ensure safe environment compliance and leadership positions, including spiritual advisor are filled with timely elections (for presidents) and appointments (for other officer roles)
  - Supply SVDP materials and publications to conferences
- Extension/Revitalization: Grow SVDP membership
  - Coordinate the process of establishing new conferences, as assigned
  - As needed, assist with revitalizing faltering conferences
  - Engage with conferences to grow members
- Formation: Support spiritual growth and formation of all members
  - Provide instructional support for Ozanam Orientation and other formation courses such as Leadership Workshops, Home Visit Workshops, etc.
  - Provide logistic support for formation events
  - Identify resources and education opportunities to share with Conferences
  - Assist with special events, as assigned
- Other duties, as assigned



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## Knowledge, Skills and Abilities:

- Strong understanding of the mission, principles and practices of the Society of St. Vincent de Paul
- Strong writing, analytical and problem-solving skills
- Excellent communication skills
- Proficient in computer software programs including Microsoft Word, Outlook, Excel and PowerPoint
- Bilingual in English and Spanish strongly preferred
- Ability to pass background check and maintain Safe Environment clearance
- Ability to work some evenings and/or weekends