



Cabrini Mission Corps – Open Ministry Position

Cabrini Mission Corps missionaries are women and men responding to the church's universal call to holiness through service to others. In the spirit of St. Frances Xavier Cabrini, missionaries strive to be in solidarity with our brothers and sisters throughout the world, especially those who are poor and marginalized. Missioners collaborate with the Missionary Sisters of the Sacred Heart of Jesus to bring the love and mercy of Jesus into every situation in which they minister and in so doing, promote gospel values.

Opening: FOOD PANTRY COORDINATOR

Location: Cabrini Immigrant Services, New York, NY

(http://www.mothercabrini.org/ministries/cab_imm_henry.asp)

Start Date: Every August

Ministry Term: 1 Year (renewable)

Position Description:

Order food and supplies for the Food Pantry and oversee deliveries. Get to know the clients on distribution days in order to assess their other needs. Prepare food distribution packages for Cabrini Apartments. Plan and prepare for distributions of food for Easter, Thanksgiving and Christmas. Write grants for Food Pantry funds. Keep up-to-date and accurate financial records. Update Access database. Recruit and train new volunteers. Oversee volunteers' work, making sure they sign in and clock their hours. Facilitate monthly meeting with volunteers. Distribute volunteers' stipends and metro cards every month, if available.

Requirements:

Recognize and respect the dignity of all people. Hospitality, sensitivity and compassion for those in need and a commitment to serving them. Positive, upbeat personality. Excellent interpersonal, organizational and communication skills. Spanish fluency required.

About Cabrini Immigrant Services:

Helping those who emigrate to the United States is at the founding roots of the Missionary Sisters of the Sacred Heart of Jesus (Cabrini Sisters). Mother Cabrini, founder of the religious order, showed boundless understanding and compassion to New York's Italian immigrants in the late 1800's. In keeping with that spirit, Cabrini Immigrant Services opened its door in the Lower East Side of Manhattan in 1999. CIS provides broad-based, essential services to a primarily Chinese and Hispanic population of immigrants, refugees, asylees and other newcomers to the U.S. The services of this program provide immigrants with the means to obtain citizenship, entitlements, education and health care, including assistance with naturalization and immigration issues, English language instruction, food pantry, health and wellness programs, women's empowerment program and family immigrant program.

Qualifications/Education:

Bachelors degree or two years of related experience. Must speak fluent Spanish. Skilled in MS Word and in using the internet.

Experience: Prior experience working in a food pantry is preferred but not necessary.

Benefits:

Healthcare coverage, small living allowance, room and board, community living, spiritual growth and support (2-week orientation plus on-site comprehensive orientation and work-related training, two yearly retreats and concluding debriefing retreat), assistance with student loan deferment.

About Cabrini Mission Corps:

Cabrini Mission Corps is a lay mission program sponsored by the Missionary Sisters of the Sacred Heart of Jesus, commonly known as the Cabrini Sisters. CMC was founded to offer lay people the opportunity to serve for one to two years in the United States or overseas. CMC missionaries make a difference while ministering in education, health care, child care, pastoral ministry, and social services, while living simply in a support community, usually with Cabrini sisters and sometimes with other missionaries.

To Apply:

Contact the **Cabrini Mission Corps** office at CMCorps@aol.com. Please reference the ministry opening you are interested in. You can also visit us on the web at www.cabrini-missioncorps.org.