

**Vacant position in our St Vincent de Paul Conference.**

We have a vacancy for a **Calls Coordinator** as part of our conference at St Carthage's.

The work involves you being available for about half an hour each day, to receive calls from the Central Office. (You will have a Conference laptop to receive these emails)

The calls are from people requiring emergency assistance in our area of West Parkville, Carlton, Nth Carlton, and some parts of the CBD

You then forward this information (via email) to our members who are rostered on for visits across a week. Our members visit in pairs and are usually rostered for a day each fortnight

Information and statistics are gathered through reports for our conference and for Central Office.

If you would like to become a member and visit that as well would be a great support for us.

As this is an auxiliary role in our conference, you are not required to be rostered for visiting.

Our current Calls Coordinator is retiring in July, so if you are interested in the position, or you want to know more, please ring/email Maree 0487 382 227 or [maree.rabach@bigpond.com](mailto:maree.rabach@bigpond.com)

We are desperately seeking new members as well, to team up with members for regular visiting.