

Parish Coordinator

Cathedral of the Sacred Heart

The Parish Coordinator serves as a member of the parish staff, working collaboratively with clergy, employees and parishioners in support of the Cathedral's mission to form disciples of Jesus Christ.

PERSONAL QUALIFICATIONS

- Practicing Catholic with knowledge of Catholic teaching and practices.
- Willing to become part of the parish community, working joyfully with others and promoting a welcoming environment to all.
- Willing to commit to personal and group prayer.
- Maintains a personal awareness of our missionary culture and embodies such in work habits.
- Maintains confidentiality of church records and conversations.

PROFESSIONAL QUALIFICATIONS

- Detail oriented, able to multi-task with minimal supervision.
- Strong organizational and communication skills.
- Strong computer skills and knowledge of Microsoft Office products. Ability to learn new software.
- Self-starter, taking initiative to solve problems and develop improved procedures and practices.

GENERAL JOB DUTIES

- Greet and assist visitors to parish office, answer phones.
- Open, sort and distribute incoming mail.
- Schedule facilities and maintain the online parish calendar.
- Communicate and collect all fees associated with use of parish facilities.
- Coordinate and attend parish events and diocesan events hosted by the Cathedral.
- Coordinate volunteers and maintain the parish ministry scheduling software.
- Work with clergy and deacons to schedule baptisms, weddings and funerals.
- Schedule Mass intentions.
- Prepare worship aids for funerals.
- Prepare tamper proof bags for weekend collection and maintain log book.
- Scan weekly deposits and back up digital files.
- Maintain the petty cash fund.
- Other duties as assigned by Rector and/or Parish Manager.

WORKING HOURS

Position is full-time, averaging 35 hours per week. Office hours are Monday – Friday from 8:30am – 4:00pm. Occasional nights and weekends will be required.

COMPENSATION

Hourly wage based upon experience. Eligible for health insurance and retirement plan in accordance with diocesan policies.

ABOUT THE EMPLOYER

Located in East Hill, the Cathedral of the Sacred Heart is a mid-sized suburban parish of over 800 registered households that includes a school of 300 students and faith formation programs enrolling almost 200 participants.

To apply for this position, please email resume to Susan Peaden, Parish Manager at peadens@shc.ptdiocese.org