

# Parish Coordinator

*Non-Exempt, Hourly position – 35 hours a week  
Reports directly to the Pastor*

## **Responsibilities**

- Parish Operation
  - Liaison between pastor and group leaders
  - Implements pastor initiatives
  - Online Content Manager
    - Website Manager
    - Manages My Parish App
    - Oversees development of parish social media presence
  - Parish calendar maintenance
  - OPCYP Liaison, including scheduling Virtus training
  - Maintains Employee and Volunteer OPCYP Compliance Reports
- Facilities Department
  - Provides leadership in overseeing facility projects
  - Works with facilities manager in creating requests for proposals for onsite work
    - Coordinates bidding process
    - Keeps timeline as determined by pastor
    - Establishes proposed budgets for each project
    - Secures proposals from vendors
    - Assists in making recommendations for awarding contracts
  - Liaison between parish and contract vendors such as HVAC, IT Consultants, etc.
  - Provides other support as determined by facilities manager
- Parish Office - Administration
  - Back-up for office manager when the office manager is out of the office
  - Payroll back-up
  - Bulletin editor back-up
  - Plans and implements annual Parish Increased Offertory Program
- Liturgy, Devotions, Prayers
  - Plans and promotes liturgical celebrations throughout the year
  - Coordinates special devotions such as Forty-Hours Devotion, Novenas, and other devotions throughout the year
  - Manages mandates for EMHCs
  - Coordinates trainings for all liturgical ministers
  - Develops and coordinates a hospitality team for weekend masses
- Parish Events
  - Works with parish group leaders to plan parish events
  - Organizes annual volunteer appreciation dinner

## **Required Background**

- Several years related work experience
- Typically requires a Bachelor's degree
- All employees must abide by the Code of Conduct for Personnel and Volunteers in the Diocese of Arlington
- All employees must complete a background check and Safe Environment Training

*A professional staff position with duties not otherwise classified. May be the head of a functional responsibility, serving as a one-person department. Typically requires a Bachelor's degree and several years related experience. The key distinguishing features of these positions is that they do NOT supervise other employees and their primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.*