

St Gerald Catholic Church Job Description

Position: Parish Coordinator

FLSA Status: Non-Exempt

Reports To: Pastor

Type: Full Time

General Summary of Position:

Ensures visitors and callers are greeted in a welcoming, courteous and professional manner. He/she will provide administrative support to the pastor, assistant pastor, deacons and parish staff. This multitasker will be organized, trustworthy, creative and have the ability to anticipate needs and priorities while always looking for ways to improve communication within the parish. The candidate will be a practicing Catholic who loves Jesus and sees this position as a ministry.

Responsibilities:

- Responsible for data entry of stewardship, pledge payments and tuition payments into the database
- Coordinate communications, including bulletins, signage, mailings and electronic messaging
- Coordinates Safe Environment Program to ensure that all adults coming in contact with children will be background checked and have appropriate training. Also maintaining a current list of volunteers who are eligible to work with youth.
- Accurate record keeping of all sacraments
- Management of wedding calendar and scheduling of wedding coordinators
- Create weekly bulletin and children's bulletin
- Manage incoming St Vincent DePaul requests
- Answer incoming phone calls, executing requested task or transfer to appropriate party
- Prepares weekly bank deposit
- All other duties as assigned

Knowledge, Skills and Abilities:

- Superior oral and written communication skills
- A motivated self-starter with administrative and clerical duties experience
- Confidentiality is a must
- Ability to interact and work with a variety of personalities
- Excellent computer skills with knowledge of Word, Excel and Publisher

Education and Experience:

- Bachelor's degree preferred
- 2 years of relevant work experience
- Church environment preferred