

St. Gall/St. Boniface

PASTORAL COORDINATOR

BASIC FUNCTION:

This position coordinates activities and programs as assigned by the Parish Priest, including coordinating daily tasks. Representative responsibilities include: publication of the parish bulletin; managing parish master calendars; assisting volunteer committees with preparation of agendas and minutes; recommend protocols for, and acting as parish contact for scheduled celebrations, including baptisms, weddings, baccalaureates, and funerals; coordinate religious education for parish youth, including sacramental preparation and coordination of Vacation Bible School; assist the Parish Priest with development and implementation of adult formation, Parish Lenten Mission, and bible studies for parishioners; develop recommendations for non-parish use of parish facilities; coordinate Mass schedules for Altar Servers, Liturgists, Eucharistic Ministers, and Ushers; at the direction of the Parish Priest, act as parish liaison with Guardian Angel-St. Boniface School; act as the Parish Priest's contact with the Catholic Diocese of Spokane for administrative matters; managing a variety of administrative and special projects as assigned.

Hours Per Week: This position is expected to average 10 hours per week, with occasional weeks that require additional hours as specifically authorized by the Parish Priest.

ESSENTIAL JOB FUNCTIONS:

The Parish Coordinator shall work well under pressure, meeting multiple and sometimes competing deadlines. The Parish Coordinator shall, at all times, demonstrate cooperative behavior with colleagues.

Provide staff support and clerical and administrative assistance to the Parish Priest, boards and committees; prepare reports, agendas, correspondence and other materials as assigned.

Prepare and type a variety of correspondence, memos, reports and other materials; maintain confidentiality of information and records; type reports and statements; type agendas, and other materials as directed.

Type and distribute letters, reports and memos, including materials of a confidential nature; compose letters requesting or providing information; track office projects and maintain related files and records; develop and maintain filing systems and computerized systems to maintain records and

data.

Provide information of a general or limited technical nature; schedule appointments and meetings.

Operate a variety of office equipment, including personal computers, fax machine, copier and calculator; receive, sort, open and distribute mail.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Operation of a personal computer and data entry and data base management techniques for record maintenance and report generation.

Applicable software.

Applicable codes, regulations, policies and procedures related to assigned area.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Verbal and written communication skills.

ABILITY TO:

Plan and perform a variety of administrative, clerical and public relations duties to coordinate and support office operations and activities.

Operate a computer to enter data, maintain records and generate reports.

Communicate effectively both verbally and in writing.

Work confidentially with discretion.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with minimal direction.