

<b><u>TITLE</u></b>	Program Coordinator
<b><u>AGENCY</u></b>	Diocese of Joliet Development Office
<b><u>SUPERVISOR</u></b>	Shared Services Administrative Lead
<b><u>POSITION</u></b>	Full-time, Benefits

**JOB SUMMARY** Provides administrative services and performs work necessary for the efficient and effective operation of the department. This position also plays an important role by providing donor relation support and planning donor recognition events.

### **DUTIES & RESPONSIBILITIES**

- Develop a working knowledge of the department database – Portfolio to assist team & donors
- Prepare basic Excel spreadsheets and PowerPoint presentations as requested
- Assist with data entry during the annual appeal peak time of February, March, April and May
- Perform database maintenance and ensure accurate recording of donor records
- Handle highly confidential donor issues/information
- Provide administrative services for the Chief Development Officer and Development team
- Research and answer donor questions and correspondence regarding annual appeal, planned giving and seminarian campaigns
- Coordinate committee meetings and compose minutes/notes as required
- Type letters, memos, parish correspondence or other materials accurately
- Merge data and produce thank you letters including those for Bishop's personal signature
- Serve as department receptionist and screen and answer department phone calls
- Schedule appointments, keep and update personal and office calendars for Chief Development Officer
- Proofread correspondence, brochures, marketing materials and letters, etc.
- Prepare materials for distribution (e.g., copying, filing, mailing, e-mailing)
- Create, route, and file accounts payable check requests and invoices
- Organize and maintain filing system and assist with general clerical support for the department as assigned
- Run daily, weekly, monthly reports as needed
- Manage the BCC reception desk on a rotational basis with other administrative assistants and program coordinators
- Support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet

### **OTHER DUTIES & RESPONSIBILITIES**

- Help coordinate special projects and events
- Handle other duties as assigned

### **QUALIFICATIONS**

- Minimum of high school degree; an associate degree preferred
- Ability to maintain strict confidentiality
- A minimum of three to five years' experience in an administrative position
- Knowledge of basic office management and organization
- Knowledgeable in Microsoft Word, Excel, PowerPoint and other databases and office equipment
- Ability to organize, prioritize work and meet deadlines
- Excellent proofreading skills
- Ability to work independently with minimal supervision
- Excellent interpersonal skills
- Excellent verbal and written communications skills

- Bilingual in Spanish and English a plus
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet

### **WORKING CONDITIONS**

This is a full-time non-exempt position with benefits. Normal work week Monday through Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 1:00 p.m. Some overtime and attendance at special events and evening meetings as required.

### **PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB<sup>1</sup>**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

***To apply for this outstanding opportunity, please send a cover letter and resume to [jlagger@dioceseofjoliet.org](mailto:jlagger@dioceseofjoliet.org). In your email, please reference Program Coordinator position. No phone calls please.***

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<sup>1</sup> This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.