

Job Title: Communications Coordinator
Reports to: Pastor
Parish: Holy Spirit Catholic Church, Naperville, IL
Position: Part-time, Unbenefited, Non-Exempt
Salary: Hourly wage of \$20 - \$22 depending on experience and education
Hours: Monday - Thursday: 8:30 a.m. – 3:00 p.m.
Friday: 8:30 a.m. – 12:30 p.m.
One Sunday a month (off on Friday that week)
Nights and weekends may be requested on occasions, flexible schedule that week

Position Summary

Holy Spirit Parish seeks a Communications Coordinator for our welcome desk. This position will be proficient in communicating in person and on the phone, creating and distributing bulletins, e-blasts, e-mails, and other technology. This is a position of interruptions and multi-tasking. It will provide administrative support to Father John Sponder and the staff.

Duties and Responsibilities

- **Front Office** - provide customer service for general inquiries and visitors to the parish office.
 - Be a welcoming presence to all who enter.
 - Phone – field incoming calls, answer as able and direct callers to appropriate staff.
 - Front door – welcome visitors to the parish office and answer/direct requests.
 - Communication – is responsible for creative design and communication through various forms including the bulletin, e-blasts, flyers, and social media.
 - Office & church supplies – place orders for office, liturgical, and other church-related supplies as requested by pastor and staff.
 - Create rosters for baptism preparation sessions and the sacrament of baptism.
 - Collect and maintain paperwork for baptisms, communicating with families and deacons.
 - Maintain Mass intention book.
 - Assist and collaborate with other staff members for team efforts for busy times.
- **Administrative support to Pastor** – coordinate parish schedules for clergy, sacraments, parish events, and facility usage.
 - Prepares weekly prayers of the faithful, Mass announcements and liturgical minister sign-in pages.
 - Schedule baptisms, funerals, and Mass intentions.
 - Coordinate & distribute Mass & confessions schedule to priests & deacons.
 - Coordinate monthly staff and other meetings as requested.
 - Assist the pastor with administrative work relating to his role as Dean.
- **Church Records** – maintain all official sacramental records according to Diocesan standards.
 - Original sacramental certificates: Issue certificates for baptisms and sacraments as they occur.
 - Recording - enter all parish sacraments into sacrament record books and parish database system.
 - Official certificate copies - respond to requests for copies of sacramental records.

Requirements

- Practicing Catholic who supports the mission and purposes of the Roman Catholic Church, parish, and the Diocese of Joliet.
- 5+ years of administrative assistant experience. (Church experience a plus.)
- Computer proficiency in MS Office (or equivalent email, word processing, and publishing, plus scheduling software). PDS a plus.
- Strong customer service and problem-solving skills.
- Meticulous attention to detail.
- Successful completion of all Safe Environment training and paperwork within the first 10 days of hire. This will include a criminal background check as well as employee training required by the diocesan human resource offices.

Physical Demands¹

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply, please send your resume and cover letter to ldoherty@hsc.us and include the position title in the email subject line.

¹ 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 Pastor at Holy Spirit Catholic Church.

