

Job Title: Christian Outreach Coordinator
Reports to: Pastor
Parish: Immaculate Conception Catholic Church, Elmhurst, IL
Position: Part-time, Unbenefited, Hourly, Flexible Hours (depending on activities)

Essential Functions

- Bereavement
 - Bereavement Ministry support groups: Oversight and Facilitation
 - Oversight and Participation of Bereavement Ministry
 - All Souls Day Mass Planning
- Community Outreach / Homebound
 - Act as resource liaison for counseling, advocacy, and various other referrals
 - Supervision and participation in Communion services at Elmhurst Extended Care, Greencastle, and Liberty Village
 - Establish and maintain relationships with city and state agencies, the Diocese of Joliet, and local churches
 - Kitchen Angels
 - Represent IC on the Elmhurst Interfaith Leadership Team
 - Training for EM's to homebound and hospitalized
- Daybreak
 - Daybreak Transitional Housing oversight
 - Daybreak Transitional Housing funds and deposits
- Drives
 - Annual Blood Drive
 - Annual Coat Drive
 - Catholic Charities Back to School Collection
 - Catholic Charities Undy Sunday
 - Lenten Alms
 - One World Fair Trade Market
 - Souper Bowl Sunday Collection
 - St. Vincent DePaul Annual Drive
- Food Pantry
 - Food Pantry Oversight
 - Food Pantry Annual Health Inspections
 - Food Pantry NIF Compliance
 - Food Pantry NIF Bank ordering

General Responsibilities

- Administer Christian Outreach operating budget
- Establish committees for essential ministries comprised of volunteer leaders
- Participate in Leadership Nights
- Prepare annual calendar of events for Christian ministry
- Procure, train, and schedule volunteers
- Serve as a member of Christian Service Commission and attend pastoral meetings as requested
- Submit weekly Christian Ministry bulletin articles
- Christmas Outreach
- Easter Baskets and Outreach

- Thanksgiving Outreach
- Other duties as assigned

Qualifications

- Must have a high school diploma
- Must support the mission and purpose of the Roman Catholic Church and the Diocese of Joliet
- Previous experience with Outreach in a Catholic Community is preferred.

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 for this position, please send cover letter and resume to ccohen@icelmhurst.org.

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 Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.