

## POSITION DESCRIPTION

<b>Position Title:</b>	Parish Pastoral Council Project Coordinator	<b>FLSA Status:</b>	Per Diem, Non-Exempt (Seasonal/Temp)
<b>Division:</b>	St. Joseph Center	<b>Salary Grade:</b>	7
<b>Department:</b>	SJC Sponsored Ministries	<b>Salary Range:</b>	\$25.75 to \$36.05 Commensurate with Experience and Qualifications
<b>Reports to:</b>	Executive Director of Ministries	<b>Last Update:</b>	4/30/2025

**Position Summary:** The Parish Pastoral Council Project Coordinator will support the Executive Director of Ministries in facilitating project communication and performing a variety of high-level administrative functions. This role is integral to the successful planning and execution of the Parish Pastoral Council and Planning Initiative—a collaborative effort between the Diocese of Orange and the Sisters of St. Joseph of Orange. The ideal candidate will be highly organized, proactive, discreet, adaptable, and mission-driven, with excellent communication and project management skills.

**Essential Functions:** This position includes but is not limited to the essential functions listed below. Other projects and duties may be assigned.

### *Administrative Support & Stakeholder Communication*

- Serve as a key point of contact for all pastoral committee, pastor, pastoral council, and diocesan partner communications as it pertains to the Parish Pastoral Council Initiative.
- Manage complex schedules, track timelines and deliverables, and create updates and invitations to disseminate to parish stakeholders and ministry leaders.
- Prepare correspondence, reports, presentations, and meeting materials included but not limited to binders, worksheets, and other resource documents; be an ongoing resource for material requests.
- Record and distribute meeting minutes; follow up on action items.
- Vigilantly track deadlines and absorb project purpose and vision to be a resource for internal and external stakeholders.
- Connect with the communications team and local publicity outlets to advertise the Parish Pastoral Council Initiative. Share advertising strategies that have been found effective across all participating parishes.
- Handle sensitive information with confidentiality and professionalism.

### *Project Coordination*

- Coordinate interviews and aid in the facilitator and council recruitment process.

- Create, update, and maintain standardized project documentation including information packets, agendas, reports, resource documents, PowerPoint presentations, surveys and evaluations.
- Evaluate and manage data collected from survey tools and collaborate with key data managers from each parish to integrate into reports for distribution.
- Provide logistics and planning support for day long events, workshops, and retreats.
- Order and manage supplies and project materials related to the Parish Pastoral Initiative.
- Assist with budget tracking, expense reports, and invoice processing related to project activities.
- Collaborate with ministry and diocesan teams to ensure alignment, smooth execution and support for councils and committees.

**Position Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Minimum Education Requirements:** Bachelor's degree in a relevant field (Business, Communications, Theology, etc.).

#### **Minimum Experience Requirements:**

##### ***Required***

- 3+ years of administrative or project coordinator experience.
- Excellent organizational, multitasking, and communication skills.
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google Suite.
- Ability to manage sensitive and confidential matters with discretion.
- Demonstrated ability to take initiative and work independently as well as collaboratively.

##### ***Preferred***

- Experience working in a faith-based, nonprofit, or diocesan organization.
- Familiarity with Catholic parish life and ministry programs.
- Event planning experience is a plus.

#### **Personal Skills:**

- Strong interpersonal and relationship-building skills
- Exceptional verbal and written communication abilities
- Proactive, flexible, and self-motivated
- Ability to exercise discretion and maintain confidentiality
- High degree of professionalism, integrity, and mission alignment

- Detail-oriented with strong organizational and planning abilities
- Collaborative mindset with the ability to work effectively with diverse groups, including clergy, lay leaders, and diocesan staff

### **Mental Requirements:**

- Ability to manage multiple priorities and deadlines under minimal supervision
- Critical thinking and sound judgment in decision-making
- Capacity to absorb complex project goals and translate them into clear action steps
- High level of focus and sustained attention to tasks
- Comfort with ambiguity and change as part of a dynamic project
- Ability to adapt quickly and calmly in response to shifting priorities or unexpected challenges

### **Safety Requirements:**

- Follow all organizational policies related to safe and respectful work environments
- Comply with safety procedures for in-person meetings and events, including proper set-up and tear-down of materials or equipment
- Report any observed safety hazards or incidents to the appropriate supervisor
- Maintain awareness of surroundings when traveling to parishes or diocesan offices for project-related activities
- Ensure proper ergonomics when working on-site or remotely (e.g., using a laptop, lifting office supplies, etc.)

### **Physical Demands and Working Conditions**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions while performing the essential functions of this job.

**Work Schedule:** This is a project-based, per diem **non-exempt** position beginning May 2025 and concluding in December 2026. The role is expected to average **10–20 hours per week**, with hours flexing depending on project phase. **All time worked must be recorded and approved in accordance with standard payroll practices.** Some evening or weekend work may be required.

**Essential Values-Based, Leadership and Management Competencies:** Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

Candidates should have a heart for service and a commitment to the mission and charism of the Sisters of St. Joseph of Orange: “Serving all persons without distinction,” particularly through collaborative ministry efforts that strengthen parish and community life.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.