



ST. AUSTIN
CATHOLIC PARISH
SERVED BY THE PAULIST FATHERS

St. Austin Catholic Parish seeks a part-time Events Coordinator.

Job Summary

The Events Coordinator fulfills the mission of the Catholic school by planning, guiding, participating in and evaluating large-scale events and activities. The Events Coordinator has decision making responsibilities within essential job functions, in keeping with school policies. This position reports to the Development Director and the principal and is hired and evaluated by the principal. This is a part-time position (20 hours/week).

Ministerial Character

The pastor and the principal are the visible foundation of the school which the Bishop has entrusted to the pastor and principal. Together with the pastor, the principal makes Christ's mission present and enduring in the school. In order to fulfill this mission, the principal employs suitable, chosen collaborators. The principal shares with them Christ's mission and entrusts various responsibilities to them.

Positions employed in the school help to extend the ministry of the pastor and the principal in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the pastor and the principal in the performance of their ministry and thereby engages in ministry for the Church.

Essential Duties

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Plans the overall special events in keeping with school needs, traditions, promotion and budget objectives
- Oversees event staff and event volunteers in a manner that ensures effective and efficient practices and customer-focused work habits
- Ensures effective work practices in financial accounting and reconciliation, database management and donor acknowledgement
- Collaborates with the Development Director to ensure donor acknowledgement and donor database tasks are complete
- Ensures the practices are in compliance with the school, Diocesan, city, county, and state regulations
- Communicates effectively with the faculty and staff and keeps them informed of upcoming events and activities

- Communicates effectively with the larger school community to keep them informed of upcoming events and activities and their opportunities for involvement
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor and work habits
- Collaborates with others to enhance the work environment
- Conferences with others upon request and responds to messages in a timely manner
- Attends and participates, as needed, in faculty meeting, as well as professional and community organizations

Knowledge, Skills, and Abilities

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of broad range of event activities
- Knowledge of special event software
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in organizing and relating information in an understandable format
- Skill in handling multiple tasks simultaneously
- Skill in job appropriate technology
- Skill in critical thinking and planning

Minimum Qualifications

Education:

- Bachelor's degree

Experience:

- Events planning or related field

Certifications and Training:

- Must submit an Ethics and Integrity in Ministry (EIM) Application for Ministry within the first week of employment, participate in an EIM Basic abuse prevention training workshop within 60 days of submitting a complete Application for Ministry, and maintain EIM compliance during the entire term of employment

Salary

Starting \$18,000

To apply, visit <https://austindioceschools.isolvedhire.com/jobs/485079-148778.html>