

## **CAREER OPPORTUNITY**

**Title:** Parish Relations Coordinator

**Hours:** Part-Time, 19 hours per week, Non-Exempt

### **Brief Description:**

Serve as the primary developer of relationships with parishes throughout our service region to elevate awareness and engagement with donors and volunteers and to communicate how clients can access services.

### **KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)**

- I. Parish relationships
  - a.) Working within the new Beacons of Light parish family formation, identify parish liaisons who you will provide communication updates for each month. Invest in developing strong relationships with each of these individuals/committees to create more robust opportunities for engagement with CSSMV and their parish.
  - b.) Host parish engagement events.
  - c.) Maintain presence at all Deanery meetings and continue to cultivate relationships with pastors, church administrators and priests.
  - d.) Provide communication to parish staff so they are knowledgeable about the programs and services CSSMV has available for their parishioners.
  - e.) Ensure that all parish families and contacts are up to date in Raiser's Edge database.
- II. Parish volunteer engagement and stewardship
  - a.) Collaborate with program managers to identify engagement opportunities including in-kind parish drives and volunteer opportunities which increase public awareness and support for CSSMV and help our programs run more effectively with the use of volunteers.
  - b.) Create some group volunteer experiences for parishes, schools, and small groups.
  - c.) Create and maintain database of secondary volunteer opportunities with other organizations which support our clients as well.
  - d.) Create stewardship plan for volunteers in all programs.
- III. Member of Marketing and Development team
  - a.) Participate in monthly staff meetings, annual strategic planning retreats, and agency staff meetings/trainings.
  - b.) Attend and provide staffing support at all major events at the agency.

**Minimum Requirements:**

- Associates degree in Marketing/Administration/Business/Pastoral preferred
- Experience or understanding of Catholic Church structure, and Beacons of Light planning preferred
- Intermediate computer experience, including Microsoft Word, Excel, and Outlook
- Ability to interact and work with a diverse population in a professional manner; ability to treat all clients with dignity and respect; experience dealing with the public
- Ability to master and correctly handle a multi-line phone system with voice mail capacity
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to operate general office equipment: copier, postage meter, printers, label makers, etc.
- Possess positive negotiation and assertiveness skills
- Ability to handle confidential information appropriately
- Commitment to CSSMV's mission and goals

*Interested candidates should send a resume with salary requirement to:  
Human Resources, Catholic Social Services of the Miami Valley  
922 W. Riverview Ave., Dayton OH 45402  
or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org) or fax to 937.222.6750*