



KAUKAUNA CATHOLIC PARISHES
HOLY CROSS • ST. KATHARINE DREXEL

Kaukauna Catholic Parishes is seeking a full-time Coordinator of Parishioner Connection to increase participation and spiritual growth within our parish community, which comprises 2,500 families and supports a vibrant classical Catholic school system, Pre-K through high school.

Requirements:

- Experience in volunteer coordination, community engagement, or event planning, ideally within a church setting.
- Exceptional organizational and leadership skills.
- Ability to motivate and collaborate with clergy, staff, volunteers, and the school community.
- Practicing Catholic in good standing, demonstrating enthusiasm for parish life and community building.
- Proficient in using digital communication tools such as email marketing platforms, social media management applications, and website content management systems to enhance volunteer outreach and engagement.

Responsibilities:

- *Community Engagement:* Develop and oversee programs that cultivate community among parishioners and encourage volunteer participation in church activities. Engage actively with parishioners and school families to enhance and support parish missions.
- *Volunteer Management and Expansion:* Create, implement, and manage a strategic plan to increase volunteerism across all parish programs and functions. Recruit, inspire, and train volunteers to support a wide array of parish programs, events, and initiatives. Establish recognition programs to celebrate volunteer contributions and encourage ongoing participation. Identify and develop new volunteer opportunities that align with parish goals and community needs.
- *Communication:* Design and implement effective communication strategies using newsletters, social media, and website content to highlight volunteer opportunities and successes. Collaborate with the school's communication team to unify messaging and outreach regarding volunteer programs.
- *Program Development:* Partner with clergy and parish leadership to develop initiatives that emphasize volunteer involvement and service learning. Ensure K-12 religious education programs include components that promote volunteerism and community service.
- *Feedback and Improvement:* Regularly collect and analyze feedback from parishioners, volunteers, and school families to assess the effectiveness of engagement initiatives. Use feedback to improve programs and increase volunteer satisfaction continuously.

Typical working conditions:

Frequent work in an office setting during regular business hours; however, the position may require some evenings and weekends and travel to off-site locations for community and/or parishioner events. Full-time (approx. 30 hours/week and benefit-eligible)