



# **Parish Office Coordinator**

St. Josephine Bakhita Parish (6077 Sharon Woods Blvd. Columbus, OH 43229)

**Overall Responsibility:** The Parish Office Coordinator is responsible for overseeing the day-to-day operations and activities of the parish. This position offers the opportunity to utilize the individual's unique gifts and talents—particularly in areas such as human interaction, computer skills, and program coordination. The coordinator is expected to exercise sound judgment in carrying out the routine duties and responsibilities of the parish.

**Reports to:** Business Director

## **Key Requirements for Job:**

- Catholic Preferred, Bilingual Encouraged
- Maintain regular attendance and punctuality as essential components of this position.
- Must be able to perform the basic job functions of office environment

**Major Responsibility Areas:** Manage Parish Calendar, Provide Customer/Parishioner Service, Oversee day-to-day Operations

### **Manage Parish Calendar**

- Implement the protocol on managing parish calendar
- Receive calendar requests
- Follow up with calendar request
- Input, monitor, and know the parish calendar
- Notify staff and parishioners of conflicts and/or changes
- Other duties related to managing the parish calendar

### **Provide Customer/Parishioner Service**

- Share resources on our parish mission with parishioners and visitors
- Share information and protocols with parishioners and visitors
- Answer phones and doors
- Respond to parishioners' needs as they arise
- Receive mass intention requests
- Schedule homebound visits
- Update Parishioner Database
- Refer visitors to other staff members
- Other duties related to provide customer/parishioner service

### **Oversee day-to-day operations**

- Demonstrate awareness of parish events, meetings, and building use
- Coordinate all clerical and administrative functions of the Parish Office
- Manage the purchase of office supplies and materials
- Process donor acknowledgment letters
- Process Funeral requests with staff, Funeral Homes, and families
- Oversee sacramental records for new and existing parishioners
- Oversee sacristy and church readiness to ensure proper preparation for liturgies
- Routinely retrieve cash collections from offertory, candles, and books
- Assist the Pastor, Business Director, and Leadership Team with various special projects and initiatives
- Other duties related to oversee day-to-day operations

### **Requirements**

- Ability to use Microsoft 365 – outlook, word, excel, calendar, publisher.
- Compliance with BCI&I background checks and completion of Protecting God's Children program,
- Adherence to Catholic Church Teaching statement,
- Ability to manage multiple tasks and meet project expectations and deadline adherence,
- Ability to self-manage and work in a team environment for the common good,
- Excellent written, verbal communication and presentation skills,
- Strong supervisory skills,
- Support Parish Mission Statement and Diversity,
- Ability to maintain confidentiality of sensitive information,
- Ability to maintain high ethical standards in all matters,
- Maintain excellent communication skills at all times.
- Demonstrate an understanding of Church operations from a Catholic perspective

*This job description outlines the essential responsibilities assigned by management but does not limit or exclude additional tasks that may be required. All duties and performance standards are to be carried out in accordance with established parish policies, procedures, and guidelines.*