

## POSITION DESCRIPTION



<b>Position Title:</b>	Parish Office Coordinator
<b>Reports to:</b>	Parish Priest
<b>Location:</b>	St Mary MacKillop Parish Office, Oran Park Dr, Oran Park NSW
<b>Award:</b>	Clerks – Private Sector Award 2010
<b>Classification:</b>	Level 5

### Position Objective

The Parish Office Coordinator serves in an administrative position as the primary staff member responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of the parish while maintaining a supportive atmosphere for other staff, volunteers, parish ministries, members and visitors. The Parish Office Coordinator supports the Parish Priest and members of the Parish Leadership Team in performing their function. This position reports directly to the Parish Priest.

### Major accountabilities

- Plan and oversee the administrative workload for each week so that parish correspondence, telephone calls, e-mails, schedules and special mailings, etc. are completed by established deadlines.
- Maintain an appropriate inventory of office supplies and interface with service people etc.
- Provide support for the ministries of the parish through the preparation, reproduction, and e-mailing of notices and schedules, general parish mailings, and preparation of the weekend worship leaflet.
- Prepare the weekly church announcement leaflet (aka 'End of Mass Notices') and weekly parish e-newsletter; coordinate the monthly newsletter.
- Maintain and update databases for family and sacramental data (PACS) and WWCC and Ministry Engagement Forms (MEF); coordinate WWCC and Police Checks for volunteers, ensuring renewal system for all.
- Maintain the parish website (Joomla based), Twitter and Facebook pages.
- Carry out the preparation of bulletins and other resources during the major seasons of Christmas, Holy Week and Easter, etc. coordinating input from the Parish Leadership Team, members of the Parish Liturgy Team, and others.
- Coordination of the Parish Diary for baptisms, marriages, funerals and other services.
- Oversee requests for use/booking of parish facilities (meeting rooms/mass centres) and schedule inspections, service repairs, maintenance and upkeep of equipment, buildings and grounds at both Mass centres in the parish.
- Participate in parish staff meetings and be flexible with multi-staff and congregational demands.
- Maintain an amiable relationship with other staff, office volunteers and all parish members.
- Schedule and coordinate parish ministries rosters in liaison with members of the Parish Liturgy Team.
- Coordinate and oversee work of office volunteers.
- And any other duties as directed from time to time.

## **Key Communications**

The Parish Office Coordinator works with the Parish Priest and the Parish Leadership Team of St Mary MacKillop Parish to coordinate and implement the administrative and business-related functions of the parish.

The Parish Office Coordinator will be required to communicate not only with the Parish Priest and the members of St Mary MacKillop Parish (staff, volunteers and parishioners) but parish administration staff in other parishes and the staff of the Office of the Bishop and staff in the other agencies and works of the Diocese.

## **Knowledge, Skills and Experience**

To perform this job successfully, the ideal candidate will have/demonstrate

- A deep personal commitment to the practice of their faith and their own spiritual formation
- The ability to make decisions, take directions, and anticipate needs
- Effective time management skills by managing competing priorities and completing tasks in an efficient and timely manner
- Prior experience as in a similar role (experience in a Catholic parish a plus).
- Honesty, reliability, punctuality and flexibility, as well as the ability to maintain discretion and confidentiality
- Professional manner and presentation, as well as excellent interpersonal and written and oral communication skills
- Excellent computing skills, knowledge of Word, Excel, Outlook, Power Point, Google Chrome, database maintenance, etc. and the ability to locate resources for fully utilising applicable computer software
- Experience in maintaining a website, Twitter and Facebook pages.
- High energy level with a strong results-oriented work ethic.
- A sense of humour
- Prior Not-for-Profit and/or Church Office experience a plus

This role is classified as a child related work and therefore we require a Working With Children Clearance and Police Check to be completed prior to your commencement with us.

The Employer reserves the right to vary this position description in response to its changing needs.