

Job Description

Position: Community Outreach Coordinator
Location: St. Mary Cemetery & Funeral Center
Category: Non-exempt
Position Status: Full Time
Schedule: Monday-Friday; Saturday and Sunday's including early mornings and evenings may be required.

Supervisor: Director of Community Outreach or other manager as may be assigned from time to time.

JOB SUMMARY: This person is responsible along with the Director of Community Outreach, for promoting Catholic Funeral & Cemetery Services (CFCS), throughout the Sacramento Diocese in our 68 Parish Service area. They will work with parishes and their ministries as needed to form collaborative relationships and promote CFCS as the preferred choice in Funeral and Cemetery Services throughout the Diocese. They are responsible for forming collaborative relationships with parishes by being a resource to the Pastor, office staff and lay ministers.

ESSENTIAL FUNCTIONS:

- Conduct day-to-day activities to engage with parishes and their ministries.
- Collaborate and engage Parish Staff, Lay Ministers, parishioners, Pastor and Deacons to help share our Mission of CFCS.
- Facilitate parish weekday and weekend outreaches along with Family Service Advisor and parish staff and assist with presentations after each Mass and Daily Mass for parishes in English and Spanish.
- Coordinate with parish secretary/office manager on "Bulletin Announcements" and "In Mass" announcements in English and Spanish.
- Collaborate with Director of Community Outreach on Lunch & Learns that support Parish Outreach weekends.
- Search for new and unique venues and events for Outreach events.
- Create and update Bereavement Listing by parish throughout Diocese.
- Coordinate with parish secretary/office manager to complete and maintain parish listings in CRM for each parish and ministry.
- Assist with events at Cemetery, including but not limited to set up and tear down. Scheduling speakers, AV equipment, chairs, tents, design of invitations, follow up with keynote speakers/Priest, inventory or supply and ordering stock when needed.
- Assist with updates on social media, including Facebook, Google, and more. Postings should be made at each outreach/event and leading up to them.
- Assist in creating and sharing stories about Parishes and their Ministries to be used in Quarterly Newsletter, content for Social Media, etc
- Assist Director of Community Outreach with Aftercare.com survey responses and reports.
- Collect outreach leads from events.
- Create and manage event registrations.
- Create and track Weekly and monthly reports.

- Assist and work along with Director of Community Outreach on administrative tasks to ensure success for Outreach and Marketing department.
- Schedule and update outreach calendar with events.
- Assist with coordination and deliverables to mail house for completion of mailings.
- Other duties as assigned by the Director of Community Outreach.
- Be flexible as events are currently virtual and limited in person.

MINIMUM QUALIFICATIONS:

- Strong organizational skills
- Strong verbal and writing skills
- Strong computer skills
- Microsoft Suite: Word, Outlook, PowerPoint, Excel
- Bi-lingual in Spanish a plus

EDUCATION REQUIREMENTS:

- High School graduate required; College degree preferred.
- 1 – 2 years of relevant experience in the area of customer service, event planning, office management, or parish engagement.

CERTIFICATES OR LICENSES REQUIRED:

- Valid CA Driver’s license

SKILLS / KNOWLEDGE:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Excellent oral, written and presentation skills.
- Type 45 WPM with no errors.
- Must be able to answer phones and interact with families and potential families.
- Must be able to do administrative task and juggle many tasks at once.
- Ability to maintain strict confidentiality.
- Demonstrates a professional temperament and appearance.
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE