

Job Description

Position: Parish and Community Outreach Coordinator
Location: St. Mary Cemetery and Funeral Center, CFCS
Category: Non-Exempt
Salary: \$25.00- \$27.00 Per Hour
Position Status: Full Time
Schedule: Monday – Sunday; Days and Evenings, 40 Hours a Week + Overtime

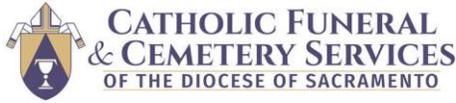
Supervisor: Director of Parish and Community Outreach or another manager as may be assigned.

JOB SUMMARY: Under the supervision of the Director of Outreach, the Parish and Community Outreach Coordinator (Coordinator) engages all Catholic Parishes, parish ministries, and community partners within the service area of Catholic Funeral and Cemetery Services (CFCS) to promote the cemetery and funeral services provided by CFCS. This is accomplished through broad outreach activities designed to educate families about the Catholic funeral and burial rites and the benefits of Pre-Planning their funeral and cemetery services in the Catholic community.

ESSENTIAL FUNCTIONS:

The Coordinator will perform a wide variety of duties which require exercising good judgment and discretion. The Coordinator must be able to act independently, under the direction of the Director of Outreach, and is expected to determine when and how tasks are successfully accomplished. The coordinator must work on some weekends and evenings giving presentations following masses and/or promoting weekday events.

1. Represent the CFCS within the Diocese and meet with Priests, Deacons, Parish staff, Parish Ministries, and their respective congregation.
2. Develop announcements and presentations to address specific audiences.
3. Establish relationships with parish and make presentations to their parishioners.
4. Establish relationships with parish ministries and makes presentations to their members.
5. Provide information to families allowing them to make well informed pre-need and at-need cemetery and/or funeral arrangements.
6. Plan, coordinate, and conduct Parish outreach events.
7. Connect with affiliate groups and organization.
8. Assist with customer satisfaction surveys and provide quarterly results.
9. Assist in writing, producing, and delivering Quarterly Newsletter to database.
 - a. Continue to grow database.
10. Assist in marketing plan creation and execution.
11. Create and maintain support materials such as brochures, flyers, and cards.
12. Create and assist in the development of a Grief Ministry support/training program & associated materials.
13. Assign outreach leads to Family Service Advisors via the designated CRM.
14. Proficiency with Microsoft Office Products (i.e., Excel, Word, PowerPoint)
15. Complete Parish Outreach monthly and quarterly reports and present to management.
16. Maintains Outreach Calendar.
17. Performs other duties as may be assigned.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Associates Degree or higher is preferred.

Minimum three or more (3+) years of broad outreach or education experience working directly with the public and making effective presentations.

A comparable combination of formal education and work experience will be considered.

CERTIFICATES OR LICENSES REQUIRED:

Valid State of California Driver's License

SKILLS / KNOWLEDGE:

- Practicing Catholic with general knowledge and understanding of the Catholic Church.
- Displays proficiency in Microsoft Office Products (Word, Excel, Access, Outlook).
- Ability to communicate effectively in oral and written form using correct spelling, grammar, and punctuation.
- Demonstrate excellent written and verbal communication skills, excellent phone skills.
- Good organizational skills:
 - handle multiple assignments consecutively
 - prioritize workload
- Ability to maintain strict confidentiality.
- Demonstrate a professional temperament and appearance.
- Ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise; ability to work in a team-oriented environment.
- Fluent in Spanish or Tagalog is a plus.