

PARISH:

TITLE: Communications Coordinator

NAME:

REPORTS TO:

DATE:

GRADE:

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## **I. POSITION PURPOSE**

The director of operations provides strategic and operational support to the pastor (and school principal, as applicable) to ensure the stewardship of the human, financial and physical resources of the parish family, in accordance with archdiocesan policies and guidelines. The person will have primary responsibility for finance, operations, facilities, human resources, and project management with direct leadership of finance, administration and maintenance.

The director of operations will be responsible for working with the pastor and the Parish Family Leadership Team and the Parish Family Advisory Council to unify operations of two or more parishes with an emphasis on finance, facilities, and human resources.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Assists the pastor in setting direction in the areas of finance, operations, facilities, human resources, and technology in support of the pastoral mission.
2. Responsible for the recruitment, management and training of employees as assigned by pastor and in alignment with archdiocesan Human Resources policies.
3. Directs staff and contract roles in day-to-day operations of the finance, facilities, human resources, and technology functions.
4. Responsible for the oversight of the overall budget of the parish family.
5. Responsible for ensuring compliance with archdiocesan policies.
6. Serves as staff to the parish family's pastoral councils and the Parish Family Advisory Council.
7. Member of the Parish Family Staff Leadership Team to ensure the Partners in the Gospel activities progress.
8. Responsible for all operations, maintenance, security, repairs and capital projects of parish facilities.
9. Responsible for the oversight of communications activities, including bulletin, website, social media, broadcast email communications and direct mail.
10. Responsible for maintenance of current parish census and database as well as parish operational, financial and sacramental records. Also includes safeguarding and archiving all parish records and documents.

11. Overall responsibility for all information technology, including but not limited to computers (hardware and software), internet/telephone, copiers, etc.
12. Collaboration with liaisons and pastor in implementing Partners strategy and agenda.
13. Responsible for the development and implementation of overall budget, preparation of annual reports, evaluation and communication of monthly financial reports, including bank reconciliation of the parish family.
14. Ensures the use of best practices in all activities; responsible for the establishment, maintenance and testing of internal controls.
15. Manages parish relationships with financial institutions, all aspects of vendor relationships, financial stewardship activities, fundraising and parish offertory collections.
16. If schools are present, works effectively with the principal in all school financial, human resources and school commission processes.

### III. ESSENTIAL QUALIFICATIONS

#### Primary:

- Willingness and ability to support the mission of the Church by extending the ministry of the archbishop.
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers.
- Active member of a parish/faith community and in good standing with the Church.
- Strong desire to assist with the growth of the Church.

#### Education:

- Undergraduate degree in business, accounting, finance or related discipline, or equivalent professional experience.

#### Experience:

- Five years' experience in accounting, finance or related business practices.
- Experience with a not-for-profit organization or in Church management is a plus.
- Ability to facilitate meetings, primarily among parishioners, councils, commissions and general public.
- Possess emotional intelligence skills and ability to build trust with pastor and leadership team members and parishioners.
- Demonstrate understanding, respect and support of the Catholic Church teaching, mission and values.
- Demonstrable leadership, interpersonal, communication and organizational skills; initiative and a strong desire to achieve results.

- Experience in change management and merger integration is a strong plus.
- Experience and competence in standard management software tools (Microsoft Office Suite, QuickBooks).
- Experience with human resources activities.
- Experience with working in a team leadership environment.
- Experience or familiarity with continuous process improvement.
- Can be entrusted with highly confidential information.

Other Elements:

- Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel.
- Curiosity to learn and understand the many works of the Church in Western Washington and desire to apply professional skills to support further effectiveness of those efforts.
- Flexibility and emotional intelligence in working with small and large groups of different stakeholders in consensus decision-making scenarios.
- Strong working knowledge of, or strong willingness to learn, Catholic parish structures and organizations.
- Demonstrated ability to work with a variety of people, including multicultural communities.
- Willing and able to work some evenings and weekends.
- Must possess vehicle, valid Washington driver's license and insurance to travel throughout the Archdiocese of Seattle.