

JOB DESCRIPTION

Roman Catholic Diocese of Orange, Pastoral Center

POSITION TITLE:	Project Coordinator
JOB CLASSIFICATION:	Non-exempt
DEPARTMENT/PROGRAM:	Office for Worship
REPORTS TO:	Deacon Modesto Cordero
SCHEDULE:	40 hours a week
PAY RANGE:	\$22.00 to \$24.00 an hour Based on experience, education and qualifications.

Summary:

This position assists with administrative tasks for the Office of Worship as well as planning, coordination, execution and evaluation of programs and events that varies in size and complexity. This position requires constant communication with all diocesan offices (Pastoral Center), 57 parishes, 5 Catholic Centers, 36 Catholic Schools, retreat centers, and some outside agencies and groups.

Responsibilities: Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Project Coordinator consists of some or all of the following duties:

- Maintain current contacts in electronic database for: Liturgy Coordinators, Music Directors, OCIA/RICA Coordinators, other Parish Liturgical Ministry Leaders and Advisory Boards.
- Answer phone, emails and respond to inquiries: consult with other pastoral office departments when needed and redirect inquires when applicable.
- Submit Copyright reports to publishing houses.
- Support coordination of Network Meetings, Workshops, and Conferences for various liturgical ministerial groups. Tasks include and are not limited to:
 - Securing and booking facilities.
 - Ensuring that equipment for presenters or speakers is available on day of event (laptops, projectors, podiums, etc.).
 - Collaborating with other staff and volunteers to provide hospitality.
 - Promoting event and disseminating information for event to targeted groups.
 - Manage records of RSVPs or registrations as well as evaluations.
 - Manage check-in by making nametags and/or event materials to attendees.
- Collaborate with other staff and volunteers to plan for Diocesan liturgies like: Ordination of Priests, Deacons, Bishops, Installations and Funerals for Bishops, Papal Honors, Rites of Election, 24 Hours for the Lord and Chrism. Tasks include and are not limited to:
 - Assist with facilities reservations, signage, work orders to ensure vestments, liturgical items or furnishings are in place on the day of the liturgy.
 - Support communication with liturgical ministers, musicians and others involved, regarding details and rehearsals.
 - Getting attendance numbers.
 - Requesting and acquiring music clips to go on worship aid.
 - Submitting payment for invoices at end of event.

- Aid in any liturgies in which a Bishop presides in our Diocese by:
 - Monitor the bishop's calendars for upcoming liturgies.
 - Obtaining contact information of person organizing liturgy and sending liturgy Planning forms if necessary.
 - Occasionally, helping to schedule MCs and Stational Deacons.
 - Make sure that the Liturgy form is reviewed, and the liturgical planning is appropriate.
 - Send the Liturgy Planning form to the MC and presiding Bishop at least two weeks in advance.
- Assisting during confirmation season to ensure that Liturgy Planning forms and the letters by confirmation candidates are received in a timely fashion from Confirmation Coordinators.
 - Track when the paperwork is received.
 - Get the Liturgy Planning forms to the Master of Ceremonies and the Letters from Confirmation Coordinators to the Bishop or Presider at least two weeks in advance.
- Performs additional duties as assigned.

Qualifications:

- Bachelor of Arts studies or its equivalent.
- 5 years of experience working at Catholic parish, diocesan, or community based liturgical program.
- 5 years of experience in administrative or management positions.
- Knowledge of Catholic Liturgy, OCIA (Order of Christian Initiation of Adults) and a general knowledge of the teachings of the Catholic Church. Solid understanding of the rites of the church and liturgical principles.
- Experience with graphics design software (such as Photoshop, InDesign or Illustrator), Intermediate proficiency in Microsoft Office applications, including Excel, Word, Adobe Acrobat Suite and PowerPoint.
- Ability to work and respond with a positive attitude under pressure.
- Goes above and beyond to provide excellent customer service.
- Timely completion of assignments and ability to prioritize.
- Extremely accurate, detail oriented, and quick learner.
- Effective oral and written communication, and problem-solving skills.
- Takes initiative to learn and develop oneself.
- Proactive and independent.
- High degree of commitment and adherence to deadlines.
- Strict standard of confidentiality and ethics.
- Commitment to the mission of the Catholic Church.

Preferred:

- Work with the Roman Catholic Church or other non-profit experience.
- Practicing Roman Catholic.
- Bilingual (English/Spanish or Vietnamese).

Experience:

- Facilitating training; speaking in front of large group of people.
- Liturgical program development.
- Promotional material design and effectiveness, and procedures.
- Report writing and issuance, management action follow-up and tracking.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.