

Job Posting Form

Date Posted: January 25, 2012

Send Resume To: Pro-Life Office
Attn: Cheryl Calire
795 Main Street
Buffalo, NY 14203
Fax: 847-2206
Ccalire@buffalodiocese.org

Type of Employment: Summer Part-Time Full-Time

Job Title of Open Position: Assistant Coordinator - St. Gianna Pregnancy Outreach Center

Salary: Commensurate upon experience/education

Employer: Diocese of Buffalo Department Pro-Life Activities

Location Address: 76 Church Street, Buffalo, NY 14202

Brief Job Description

To effectively continue the ministry including but not limited to handling incoming calls and, faxed information, arranging and accepting donations, implementing approved disbursement of goods to clients/mentors/social workers, maintaining order in house/activities and acting as the liaison between the ministry and pro-life activities office.

Coordinate activities with volunteers, parishes, youth groups for community service hours.

Flexible schedule may include attending activities associated with the ministry ie. special masses, events, or activities.

Qualifications: Required Education/Experience

- HS + experience in basic office functions, as well as ability to be self motivated/driven and multi-task oriented.

Desired Skills

- Self motivated, compassionate, patient, and faith based skills to effectively run day to day operations of a Pregnancy Outreach Center.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than February 1, 2012