

## Job Posting Form

Date Posted: 3-6-2020

Send resume to: dcahill@saintbenedicts.com

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Engagement and Development Coordinator

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Saint Benedict Church Department Administration

Location Address: 1317 Eggert Rd. Amherst NY 14226

Employer website: https://www.saintbenedicts.com/

### **Brief Job Description**

In charge of developing, documenting, and implementing a systematic and integrated parish engagement and development program consistent with the goals, objectives and imperatives of the Parish Strategic Plan. Assess the needs of the parish. Develop new parish initiatives that strengthen the parish community. Manage the social media presence. Assist with youth ministry and school representatives to engage school parents in broader parish activities.

### **Qualifications: Required Education/Experience**

- Bachelor's degree preferred.

### **Desired Skills**

- Solid computer skills including WORD, and EXCEL and working with social media platforms
- Flexible schedule; must be able to work occasional nights and weekends
- Strong attention to detail
- Exceptional oral and communication skills
- Ability to meet deadlines with minimal supervision

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than April 1st 2020