

JOB DESCRIPTION

Date Prepared: November 18, 2022
Date Issued: November 18, 2022,
Date Revised:

Approved By: Deacon Thomas Saenz
Approved By:

POSITION TITLE: Diaconate Formation Coordinator

JOB CLASSIFICATION: Non-exempt

DEPARTMENT/PROGRAM: Office of the Permanent Diaconate

REPORTS TO: Director, Office of the Permanent Diaconate

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS:

This position will require close interaction and collaboration with the Administrative Assistant and Program Manager from the Office of the Permanent Diaconate. This position will also require collaboration with a multidisciplinary and multidepartment team within the Diocese of Orange Pastoral Center.

PRIMARY PURPOSE:

To support the vision and mission of the Diaconate Office. The successful candidate for this position is one who can support the formation of deacons and their wives, foster a sense community, and is willing to engage with those who are a part of the Diaconate community including other staff in a collaborative manner.

Essential Functions:

1. Provide administrative and program support to diaconate office including but not limited to phone calls and messaging, faxing, mailing, scanning, photocopying, and filing. Process and record all office expenses. Enter and maintain budget records.
2. File and personnel records for those who apply and enter formation for the diaconate.
3. Prepare copy and mail packets, prepare, distribute and mail, process all fees for office and submit to accounting, record and enter appropriate database, prepare and submit financial reports, mileage checks, update files as necessary and purge files as necessary.
4. Schedule and facilitate in-person and online diaconate meetings, information nights, formation discernment meetings, class meetings, board meetings and community events.
5. Coordinate inquirer/aspirant/candidate formation classes, rites, prayer services, deacon ordinations, retreats, and spiritual formation events. Attend onsite, off-site, and online events. Evenings and weekends attendance is required.

- a. Prepare and mail announcements/promotional materials, prepare and process speaker/teacher/retreat master contracts, manage correspondence and check requests, collect and process vendor/venue fees, determine setup of facility for the event, coordinate tasks of volunteer or venue support staff.
 - b. Assist in facilities reservations, catering services, set ups, and material preparation for events, meetings, workshops, and classes.
6. Support formation classes by administering attendance records and class reports and inquirer/aspirant/candidate/teacher assessments.
7. Monitor and replenish office supplies and inventory.
8. Update deacon formation directory at least once per year and update email distribution lists for formation classes, boards, and deacon communities.
9. Update deacon portal, class calendars, newsletters and social media accounts as directed.
10. Assist with office video editing/posting to deacon portal and social media accounts.
11. Assist with other diaconate events such as deacon memorial mass, deacon convocation, wives' convocation, potluck, bishop's dinner
12. Perform other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bilingual or Multi-lingual – English/Spanish/Vietnamese
- Strong command of Microsoft Office applications especially Word, PowerPoint, Excel, Outlook and MS Teams.
- Proficiency in general computer skills: e-mail, internet browsing, and file management.
- Ability to interface with a variety of personalities in person and by phone.
- Ability to compose and transmit regular correspondence.
- Knowledge of budgeting, spreadsheet preparation and updating.
- Must be flexible, organized and detail oriented.
- Ability to multi-task and work both independently and collaboratively.
- Work well under pressure.
- Ability to manage multiple projects.
- Understanding of online videoconference meeting platforms.
- Ability to regularly work during evenings/weekends.
- Basic understanding of the Roman Catholic Church, and The Diaconate

DESIRED:

- Two years working experience in a related position.
- Understanding of social media platforms, email communication platforms, live stream, and basic video production/editing.

Physical Requirements/Work Environment:

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

Work Schedule:

Monday through Friday 10:30am – 7:30 pm daily in the office with a one-hour lunch or 11:00am – 7:30pm daily in the office with a ½ hour lunch. This is a 40 hour per week position. Schedule may vary from time to time with occasional evening and weekend hours required.

Agreement:

By Program Coordinator:

Signature

Name/Title

Date

By Director of Diaconate:

Signature

Name/Title

Date