



THE AMERICAN FEDERATION PUERI CANTORES

*Bringing together youth choirs throughout
America to sing the Peace of God*

Position Title: Administrative & Operations Coordinator

Reports to: Executive Director

Status: Part-time (20–30 hours/week), with potential to grow into full-time

Location: In-office required (Orange, CA)

Compensation: \$22–\$28/hour, commensurate with experience

Help bring sacred music, faith, and transformative choral experiences to thousands of young singers across the United States. As Administrative & Operations Coordinator, you will play a central role in supporting the festivals, programs, and relationships that sustain the national mission of the American Federation of Pueri Cantores.

About the American Federation Pueri Cantores

The American Federation of Pueri Cantores (AFPC) is the U.S. Federation of the international youth choral organization of the Roman Catholic Church. Through sacred music, we evangelize and catechize young people, helping them grow in faith, deepen their Catholic identity, and participate more fully in the Church's liturgical life.

Through regional and national festivals, liturgical celebrations, educational resources, and partnerships with Catholic schools and parishes, AFPC serves thousands of young singers across the United States each year. Headquartered in Orange, California, AFPC is a small, mission-driven nonprofit with a national impact.

Position Overview

The Administrative & Operations Coordinator plays a key role in supporting AFPC's festivals, communications, membership services, and daily operations. Working closely with the Executive Director, this position helps coordinate programs and systems that serve choir directors, students, schools, and parishes nationwide. The ideal candidate is organized, proactive, detail-oriented, and comfortable working in a collaborative small-office environment where responsibilities span administration, communications, and event support.

Success in this Role

Within the first year, the Administrative & Operations Coordinator will become a trusted member of the AFPC team, helping strengthen festival operations, support choir directors, music educators, and students, improve organizational systems, and advance AFPC's national mission.

Key Responsibilities**Festival & Event Coordination**

- Coordinate logistical support for regional and national Pueri Cantores festivals
- Assist with festival promotion and choir recruitment, registration tracking, and payment processing
- Prepare and mail festival materials, name tags, medallions, and supplies

- Communicate with host venues and participants regarding logistics and preparations
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Communications & Member Support

- Monitor and manage the general office inbox and respond to inquiries
 - Answer phone calls and provide member support
 - Draft and distribute newsletters, announcements, and email communications through Constant Contact or similar platforms
 - Maintain professional, mission-aligned communication with choir directors, schools, clergy, and families
 - Update website content and assist with social media and digital outreach
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Database & Records Management

- Maintain and update choir, conductor, and membership databases
 - Track festival participation and communication records
 - Ensure accuracy and organization of registration and communications data
 - Maintain organized physical and digital filing systems
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General Administrative Support

- Provide daily administrative and operational support to leadership
 - Process incoming mail and correspondence
 - Support annual webinar coordination and related communications
 - Organize invoices, checks, receipts, and grant documentation in coordination with the bookkeeper as needed
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Qualifications

Required

- Strong organizational and administrative skills with exceptional attention to detail
- Proficiency with Google Workspace, Microsoft Office, and other similar digital tools
- Strong written and verbal communication skills
- Ability to manage multiple priorities concurrently
- Capacity to learn systems quickly, work independently, and take initiative
- Willingness and ability to work regularly **in-office in Orange, CA**
- Ability to complete and maintain required Safe Environment training and background screening in accordance with the Diocese of Orange policies: <https://www.occatholicschools.org/safe-environment/>

Preferred

- Experience in nonprofit administration, education, arts organizations, or event coordination
 - Familiarity with Catholic liturgy, sacred music, or parish/school environments
 - Experience with CRM systems or email marketing platforms
 - Openness to learning and utilizing emerging digital and AI-based productivity tools
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Personal Qualities

- Mission-aligned interest in Catholic faith formation and sacred music
- Warm, professional, and relational communication style
- Flexible, highly dependable, and solutions-oriented
- Comfortable working both independently and collaboratively within a small team

- Professional discretion and commitment to appropriate communication within school, parish, family, and youth-serving environments
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Work Environment

- Small, collaborative, mission-driven office environment
 - Regular computer-based work and standard office equipment usage
 - Occasional light lifting (up to 25 lbs.)
 - Workload will vary seasonally based on festival registration periods, event preparation, and festival dates
 - Minimal travel is expected; occasional local errands and attendance at the annual Southern California festival (held on a Saturday) are required
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Why Join AFPC?

This is more than an administrative position—it is an opportunity to support experiences that form young people in faith through the beauty of sacred music.

As part of a small and highly collaborative team, you will contribute directly to national programs that serve thousands of students, choir directors, schools, and parish communities each year. Your work will support festivals, liturgies, educational initiatives, and relationships that strengthen Catholic music ministry across the country.

AFPC encourages professional growth, expanded responsibility, and ongoing learning. This position begins as part-time (20–30 hours per week) with the potential to grow into a full-time role based on organizational needs, funding, and performance.

This part-time position does not currently include medical, dental, or retirement benefits. AFPC offers meaningful mission-driven work, close mentorship, professional growth opportunities, and hands-on experience across nonprofit administration, event management, communications, and membership engagement.

How to Apply

Please apply on Indeed:

[Administrative & Operations Coordinator - Orange, CA 92867 - Indeed.com](#)

Include the following

- Resume
- Brief cover letter (1 page maximum) describing your interest in AFPC's mission and relevant experience

No phone calls, please.

The American Federation of Pueri Cantores is an equal opportunity employer and welcomes candidates from diverse backgrounds and experiences who support the mission of the organization. Employment decisions are made based on qualifications, experience, and organizational needs.