



## ***JOB OPPORTUNITY*** **MINISTRY COORDINATOR**

Mission Basilica San Juan Capistrano is seeking a part time Ministry Coordinator working in the Religious Education Department of Mission Basilica San Juan Capistrano. Under the direction of the Director of Adult Faith Formation, the Ministry Coordinator is responsible for the administrative functions of the English-speaking and Spanish-speaking ministries of Mission Basilica. The Ministry Coordinator will provide direct support in strengthening the organization's overall performance.

Typical duties may include, but are not necessarily limited to, the following:

- Maintain organized and accurate current files and records for Ministry programs including maintaining records of volunteers.
- Coordinate baptismal, community wedding and Quinceañera registrations, including planning calendar and organizing volunteers,
- Prepares and submits sacramental data records for documentation of parish permanent records including baptismal and community weddings.
- Maintain departmental financial records including accurate submission of collected funds to parish accounting staff.
- Updates parish website with ministry activities.
- Take and transcribe minutes for Spanish Liturgical Committee.
- Serves as staff contact for all volunteer groups, providing courteous information to parishioners, public, volunteers or staff, seeking resolutions and answers questions and issues.
- Supports staff and volunteers by attending ministry programs, activities, fundraising, sacramental preparation or other events needed and directed by staff.
- Maintains confidentiality concerning records and data, as appropriate.
- Works with volunteers to maintain safe environment standards and requirements.
- Supports in coordinating volunteers for ministry events including Our Lady of Guadalupe, Bible study and posadas.
- Works alongside parish staff to schedule all ministry events to parish calendar.
- Perform related duties and responsibilities as required.

**QUALIFICATIONS:**

Job Knowledge, Skills and Abilities:

- Good working knowledge of general office practices and procedures including the use and operation of standard office equipment.
- Excellent working knowledge of computer applications including Outlook, Word, Excel and Publisher.
- Ability to communicate clearly and concisely, both orally and in writing.
- Fluent in Spanish and English with ability to interpret by speaking, writing and reading.
- Knowledge of formal Roman Catholic Church practices and celebrations of the Sacraments of First Eucharist, Reconciliation and Confirmation programs and process.
- Knowledge of the Hispanic cultures and ministry a must.
- Ability to understand and follow established operating procedures.
- Ability to perform duties in a professional manner and appearance.
- Ability to make independent and good judgment decisions within the established procedures of the Roman Catholic Church, Diocese of Orange and Mission Basilica Parish.
- Establish and maintain effective working relationships with diverse individuals and groups.
- Ability to exhibit accurate, dependable and reliable work habits and be detailed oriented.
- Possess good problem solving skills.
- Knowledge and ability to practice excellent customer service skills.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

High school education with additional education, certification or experience in an office environment. Three years' experience in a Roman Catholic Church office environment.

**WORKING CONDITIONS**

- Office environment.
- Job functions may require maintaining physical condition necessary for prolonged periods of sitting or standing; climbing stairs; walking on uneven ground; reaching or kneeling; lifting and carrying 10 to 20 pounds; extensive use of computer keyboard.
- Extensive contact with the public.
- May include occasional evening or weekend events.

**Application Process**

Submit a completed and signed application to the address listed below. Resumes may be included, but not in lieu of a signed application. Questions may be directed to 949-234-1308 or [ndavis@missionsjc.com](mailto:ndavis@missionsjc.com)

Mission Basilica San Juan Capistrano  
Attention: Nancy Davis  
31520 Camino Capistrano  
San Juan Capistrano, CA 92675