

JOB DESCRIPTION

Date Prepared: 7/19/2016

Date Issued:

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Approved By:

Approved By:

POSITION TITLE: Program Coordinator – Mission Office

FLSA STATUS: Exempt.

DEPARTMENT/PROGRAM: Mission Office

REPORTS TO: Mission Director

SUPERVISORY RESPONSIBILITY: None

PRIMARY PURPOSE:

Provide administrative coordination and assist the Mission Director through working on various programs. Support specifically assigned Parishes / Pastors in assuring Mission Office objectives are achieved.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bachelor's degree in a related field
- Masters in Theology preferred
- Certificate in IPM Basic Certification if no Religious degree
- Bilingual Preferred – Spanish / English or English / Vietnamese
- Strong command of Microsoft Office applications especially Word, Excel, and Outlook.
- Proficiency in general computer skills: e-mail, internet browsing, and file management.
- Ability to multi-task and work both independently and collaboratively.
- Must be organized and detail oriented.
- Excellent verbal and nonverbal communication skills.
- Exceptional intercultural and interpersonal communication skills.
- Must be comfortable in public speaking settings.
- High level of professionalism and confidentiality.
- Working knowledge of Facebook, Twitter, YouTube, Instagram and other related social media outlets.
- Basic understanding of the Roman Catholic Church and Catholic Social Teachings combined with a desire to learn more.
- Availability to travel domestically and internationally as needed.
- Availability to work evenings, weekends, and travel offsite.

DESIRED:

- Two years working experience in a related position.
- Experience in use of digital still cameras and video recording devices.
- Basic knowledge of PC and Mac photo / video editing applications.
- Completed courses in intercultural communication, international studies, or sociology

EQUIPMENT OPERATED: Computer, still and video camera

DUTIES:

1. Provide administrative and program support to the Mission Director.
2. Assist in coordinating fundraising and outreach programs (e.g. Mission Cooperation Plan, Missionary Childhood Association, and World Mission Sunday) including: scheduling meetings and interviews, arranging for guest speakers, assigning locations, and ordering / distributing materials.
3. Assist in screening missionary groups, organizations, and speakers to verify that requirements are met.
4. Assist in correspondence between missionaries, their contacts, and people of the Diocese of Orange.
5. Assist in presentations to audiences of various ages including but not limited to: scheduling, equipment set up, and delivery.
6. Maintain donor databases by ensuring that they are up to date with all donors properly thanked and acknowledged.
7. Coordinate facilities reservations, catering services, set ups, and material preparation for events, meetings, workshops and classes.
8. Responsible for general bookkeeping of budgets and expenses.
9. Assist in preparing annual reports for Mission Office activities.
10. Process incoming donations as well as outgoing check requests.
11. Edit various documents, photos, and videos for promotional and office use.
12. Help by informing and updating general public via use of social media outlets as directed.
13. Update and maintains department webpage.

14. Monitor and replenishes office supplies and inventory.
15. Prepare and provide memorial cards as requested.
16. Perform general clerical duties including but not limited to: phone calls and messaging, faxing, mailing, scanning, photocopying, and filing.
17. Perform other duties as assigned by the Bishops and Mission Director.