



St. Brendan the Navigator Job Description

Position:	Coordinator of Outreach & Engagement
Status:	Full-time (35 hours per week) Every other weekend (average 8 hours per weekend)
Required Hours:	In the office on Monday, Wednesday, and Thursday (18 hours) Specific Parish events & ministries (9 hours per week)
Classification:	Exempt
Reports to:	Deacon Doug Yglesias - Deacon of Sunday Experience

Please send resume to deaconyglesias@stbrendans.net

Position Summary:

The Coordinator's primary responsibility is to create, foster, and maintain an atmosphere of community and connection at Saint Brendan Parish by telling the story of how God is working in our parish, school, and various ministries via in-person encounters and social media. This new position is designed to increase engagement and volunteerism by fostering a shared love of our mission at Saint Brendan Parish. The coordinator must have a vision for outreach and engagement that mirrors that of our pastor and parish leadership team.

Job Duties:

- Telling the story of the parish in one-to-one, small group, and large group settings
- Tell the story of the parish through social media
- Increase volunteerism for the Sunday experience and larger parish events
- Maintain and enhance engagement of parish families by being an active participant in the events, programming, and ministries sponsored by the parish
- Lead a team of volunteers to create an atmosphere of radical hospitality around the Sunday experience
- Enhance the culture of hospitality in the pews, the parish office, and at all parish events and ministries.
- Connect with families that are new to the parish via phone or in-person gatherings
- Streamline process for new registrants to engage with ministries of the parish
- Guide the planning & implementation of major outreach/evangelization events such as, Trunk or Treat, Live Nativity, Parish Mission, and others.
- Assist in the roll out of the future Mission and Vision Statements to the parish

Parish Staff Responsibilities:

- Attend regular staff meetings
- Participate in staff planning activities, as requested
- Seek staff input in planning outreach and engagement activities
- Seek staff input in social media plan
- Act as a resource in hospitality for all staff
- Document parish life through photo, video, and conversation

Experience & Qualifications:

- Practicing Catholic at Saint Brendan Parish
- Strong personal relationship with Jesus Christ and have a deep love for His Church
- Passion for using digital media to proclaim the Gospel and draw others into parish life
- Excellent verbal and written communication skills
- Excellent presentation skills
- Servant leader and effective influencer
- Thrives in team environments
- Self-motivated
- People-person, effectively draws others into relationship
- Experience working in a parish setting or familiarity with Catholic parishes (preferred)