Date: November 23, 2021

Position Title: Coordinator

Agency/Office: Facilities Department

Work Schedule: Part Time, 28 hours per week

Position Requirements:

The Diocese of Providence is currently seeking to hire a part time coordinator to work in the Facilities Department at the Chancery office in Providence, RI. This person will assist the Director of Facilities and Construction in the daily operations of the office. This includes, but is not limited to, completing work orders, assisting with building permits, reviewing historical society documents, preparing letters, as well as financial reports. In addition, the coordinator will schedule meetings, handle phone calls and process the mail. The coordinator will maintain the database and archives of blueprints and other materials stored in the Chancery basement. Finally, the coordinator may periodically visit construction sites with the Director to further enhance their field knowledge.

Proficiency with computers including the MS Office software is required. A strong mathematical/computational background is essential. Bachelor’s degree in related area preferred. Minimum of 5 years office administration experience in a construction company, architectural firm or city planning office preferred.

Interested candidates should send their resume to:

John Bittner
Human Resource Director
Diocese of Providence
1 Cathedral Square
Providence, RI 02903
401-278-4584

Or via email: jbittner@dioceseofprovidence.org