

**St. Michael the Archangel Catholic Parish  
Leawood, Kansas**

**Parish Life Coordinator  
Job Description**

Send cover letter and resume to:

St. Michael the Archangel Catholic Parish  
Attn: Denise Greene  
14251 Nall Ave  
Leawood, KS 66223

Or to: [Denise.Greene@stmichaelcp.org](mailto:Denise.Greene@stmichaelcp.org)

**Job Title:** Parish Life Coordinator

**General Description:**

The Parish Life Coordinator is responsible for coordinating activities of various parish ministries, committees, projects, and volunteers. The coordinator is responsible for maximizing parishioner involvement in the parish and local communities, communicating opportunities for involvement, and organizing a variety of events.

**Parish Life Coordinator Responsibilities:**

1. Parish and Community Ministries
  - Serve as staff contact and motivational support to several ministries.
    - Ex.: facility scheduling, assist with succession plans and with transitioning of committee leadership, office support (labels, mailings, office supplies), communications to publicize classes, events, and messages, etc.
  - Solicit volunteers through communications, signups, after Mass events, Ministry Fairs, etc.
  - Coordinate training and development of volunteers.
  - Coordinate various ministry events including but not limited to: Donut Sunday, Living Advent, Parish Serve Day.
  - Discover and implement strategies/efforts for volunteerism and outreach.
    - Collaborate with local organizations in the community for awareness, education, and opportunities to serve.
    - Foster opportunities for parishioners to connect with our parish.
  - Develop and implement volunteer appreciation opportunities.
2. Time & Talent (TT)
  - Coordinate with parish staff, parish councils, commissions, printer, and others to assess and manage the program, including development and distribution of materials and tracking responses.
  - Coordinate and manage periodic Time and Talent fairs in collaboration with the Parish Council and Commissions.

- Ensure that data from TT is entered correctly into the parish database and provide information to each committee in a timely manner.
3. Parish Serve Day (PSD)
- Schedule and coordinate annual Parish Serve Day.
  - Schedule serve opportunities in the community and on-site at the parish for PSD.
  - Plan, market, and communicate all aspects of the day.

**Qualification Requirements:**

Must have excellent interpersonal and communications skills (written, verbal, one-on-one, group settings, telephone, etc.), and be proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and trainable in database management software. Must also have strong organizational and planning skills, be able to coordinate multiple tasks simultaneously, detail oriented, self-directed, and a willing team player.

**Hours and Compensation:**

This is a part-time, up to 25 hours a week, ministerial position with some evening and weekend hours required. The work schedule is flexible. Compensation will be commensurate with experience.

(Revised June 2021)