

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION - COMMUNITY OUTREACH COORDINATOR – LOVE IN ACTION

I. IDENTIFYING INFORMATION

Position Title: Community Outreach Coordinator – Love in Action
Status: Full time, 40 hours/week
Reports to: Director of Stewardship

The candidate who fills this position will not begin until July 1, 2026

II. PRIMARY FUNCTION OF THIS POSITION

The Community Outreach Coordinator executes the overall vision to advance human life, dignity, and care for creation within the framework of Catholic Social Teaching and organizes action through ministries of service and social justice. The Community Outreach Coordinator oversees and guides the various projects and programs in the family of parishes so as to maximize participation and foster collaboration across multiple ministries. This position is externally focused, working to engage our parishioners with those within our parish boundaries who are in need. This position mobilizes our parishioners to truly put their faith into action.

III. POSITION CONTENT

- Oversee existing ministries in the Family of Parishes that lead opportunities for formation and action on social justice and respect life topics.
- Engage and network with other community social action and respect life entities (e.g. Catholic Charities Southwest Ohio/Catholic Services of the Miami Valley, Archdiocesan Catholic Social Action Office, Respect Life Office, Office of Persons with Disabilities, St. Vincent de Paul, pregnancy centers, prison ministries, etc.).
- Identify possible partnerships with local outreach organizations to organize regular service teams from Our Lady of Light.
- Develop and maintain a catalog of local outreach opportunities for parishioners to reference as they seek deeper connection to the community through service.
- Create quarterly opportunities for parish staff to engage in the community through hands-on service.
- Plan a Love in Action annual calendar of programming and formational opportunities for social justice and outreach (e.g. service outreach, life from conception to natural death, inclusion of persons with disabilities, global parish twinning, peace and justice, care for creation, intercultural competence, etc.).

- Encourage advocacy opportunities supported by the Church for parishioners to affect change in the systems that keep people marginalized (e.g. write letters to public officials, host educational programs, organize participation in demonstrations on concerns, etc.).
- Collaborate with the evangelization team to educate parishioners on missionary discipleship and accompaniment.
- Work with the communications team to promote the various collections by the US Conference of Catholic Bishops (Catholic Relief Services, Catholic Campaign for Human Development, World Mission, Respect Life, etc.).

IV. POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Mission-driven and grounded in the Catholic faith, with working knowledge of the Church's Catholic Social Teaching.
- Commitment to promoting awareness and engagement on a wide range of social concerns from conception until natural death.
- Ability to work with people from diverse socio-economic, racial, and cultural backgrounds.
- Ability to build relationships, coordinate outreach efforts, and represent the mission of the Catholic Church.

EDUCATION, TRAINING AND/OR EXPERIENCE

- Bachelor's degree preferred with a field of study in pastoral ministry, theology, social work, nonprofit, community development, communications. Relevant parish, nonprofit, or community outreach experience may be considered in lieu of a degree.

PHYSICAL REQUIREMENTS

- Stairs in office building lead to the candidate's office

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

None

- Employees of The Our Lady of Light Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization and

adhere to the policies of The OLL Parish family. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

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VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date