

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION
Community Engagement Coordinator

I. IDENTIFYING INFORMATION

Position Title: Community Engagement Coordinator
Status: Fulltime
Reports to: Managing Director, Stewardship & Development

II. PRIMARY FUNCTION OF THIS POSITION

The Community Engagement Coordinator helps foster a culture of hospitality, belonging, and missionary service throughout the Family of Parishes by connecting people to parish life, volunteer opportunities, and community outreach. This position helps individuals and families move from first encounter to active participation in the life and mission of the parish by creating meaningful pathways for hospitality, volunteer engagement, service, and community. Working collaboratively with parish staff, ministry leaders, volunteers, and community partners, the Community Engagement Coordinator builds meaningful relationships and creates opportunities for parishioners to grow in discipleship by living out the mission of helping people walk with Jesus in everyday life.

III. POSITION CONTENT – ESSENTIAL FUNCTIONS OF THE POSITION

- Coordinate the parish's welcome and engagement process by intentionally following up with visitors and new parishioners, connecting them with opportunities to grow, serve, and become involved in parish life.
- Plan and implement hospitality initiatives, Fellowship Sundays, and other connection opportunities that foster a welcoming, inviting, and vibrant parish community.
- Assist parishioners in discovering opportunities to become involved in parish ministries, faith formation, volunteer service, and community outreach based on their interests, gifts, vocation, and stage of life.
- Coordinate parish-wide service initiatives while developing and maintaining a directory of volunteer opportunities through parish ministries and local community organizations, helping parishioners connect with meaningful ways to live out their faith through service.
- Maintain and regularly update the parish ministry database, ensuring accurate ministry information, leadership contacts, volunteer needs, and engagement opportunities to support parishioners and staff in connecting people with ministries.
- Collaborate with the Director of Stewardship & Development to implement the annual stewardship calendar, coordinating stewardship initiatives, volunteer recruitment, special collections, seasonal campaigns, and related engagement opportunities throughout the year.

- Collaborate with the Communications team to promote volunteer opportunities, parish engagement initiatives, and community outreach while sharing stories that celebrate the impact of parish life and service.
- Coordinate volunteer appreciation and recognition initiatives in collaboration with the Stewardship Team, celebrating the generosity and service of parish volunteers.
- Collaborate with parish and school staff to coordinate Parish School Staff Together (PSST) initiatives that strengthen relationships and foster a culture of welcome, belonging, and collaboration across the Family of Parishes.
- Attend parish meetings, events, and ministry activities as assigned, including occasional evenings and weekends.
- Perform other duties as assigned by the Director of Stewardship & Development.

IV. Qualifications

- Practicing Catholic in good standing who supports the mission, teachings, and values of the Catholic Church.
- Bachelor's degree in organizational leadership, nonprofit management, hospitality management, communications, or a related field, or an equivalent combination of education and experience.
- Experience or familiarity with stewardship, volunteer management, parish ministry, nonprofit organizations, or community engagement.
- Strong interpersonal and communication skills with the ability to build relationships and recruit, motivate, and work effectively with volunteers and ministry leaders.
- Excellent organizational skills with the ability to coordinate multiple projects, priorities, and deadlines while maintaining strong attention to detail.
- Ability to work independently and collaboratively within a team-oriented ministry environment while demonstrating initiative, flexibility, and adaptability.
- Proficiency with Microsoft Office and the ability to learn parish database and communication systems.
- Willingness to work occasional evenings and weekends to support parish events and ministry activities.

V. WORKING ENVIRONMENT

- Evening and weekend work will be required on occasion

VI. 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