

**St. Maximilian Kolbe Parish
5720 Hamilton Mason Road
Liberty Township OH 45011
513-777-4322**

Position Title: **STEWARDSHIP ASSISTANT**
Status: Part-time; Non-exempt
Reports to: Director of Stewardship

JOB SUMMARY: The Stewardship Assistant serves as a staff resource in support of the Director of Stewardship, with shared responsibility for all aspects of fostering parish fellowship, hospitality and authentic stewardship. This includes working with Parish Life & Stewardship Commission and ministries to plan and host special events focused on fellowship, assimilation for new parishioners, within the framework of Catholic values.

MAJOR RESPONSIBILITIES & REGULAR ACTIVITIES:

1. Administrative Responsibilities

- Work with parish staff, Parish Life & Stewardship Commission, and volunteers to create events and opportunities for inviting people to become regularly engaged in the life of the parish
- Contributes input to an annual budget for designated areas of responsibility
- Attend archdiocesan meetings where appropriate for training and development
- Consult with and advise the Director of Stewardship on matters that affect parish life, hospitality and stewardship
- Oversees money count of Sunday donations
- Coordinates schedules and duties of volunteer counters
- Prepares bank deposits
- Inputs festival tickets into e-Catholic
- Sets up for handling of fish fry funds during Lent
- Processes distribution of tax statements

2. Parish Ministry Responsibilities

- Liaison to the Parish Life and Stewardship Commission; attend their monthly meetings
- Lead a team of volunteers to ensure the parish maintains and improves its focus on fellowship, hospitality and stewardship
- Liaison between various ministries in Parish Life & Stewardship and the Director of Stewardship
- Oversee the Photography and Videography Ministry
- Liaison with online vendor to update and maintain the parish merchandise store
- Oversee coordination of food, volunteers and supplies for all campus-wide social events, including Fish Fry, Festival, Fellowship Weekends, and Parish Life & Stewardship events
- Facilitate relevant vendor contracts, liquor permits, and event sponsorship relationships
- Order, maintain, and pick up (if applicable) the inventory of perishable, non-perishable, and special-order food for Fish Fry, Festival, and funeral luncheons
- Administer parish business according to parish mission
- Participates in parish and archdiocesan faith building programs/activities
- Assists in the management of pertinent parish programs as needed

3. Communications

- Assist with communication (bulletin, social media posts, etc.) in connection to Parish Life & Stewardship events and initiatives
- Create and share visual and written messages, weekly email blasts, news/posts, etc.
- As assigned, work with staff and ministry leaders on promotional materials for Parish Life & Stewardship
- All other tasks and content creation assigned by the Director of Stewardship

4. Other

- Maintain confidentiality in all areas of responsibility, as required
- Attend regularly scheduled check-in with Director of Stewardship
- Attend monthly all-staff meetings
- Write and maintain a role SOP
- All other things deemed necessary by the pastor or his designee

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- Strong work ethic and servant-leadership mindset
- Ability to present oneself professionally
- Strong interpersonal skills with the ability to build relationships with parishioners, ministries, and staff
- Excellent verbal and written communication skills, including the ability to write, edit, and proofread with accuracy
- Knowledge of parish operations
- Knowledge of parish and archdiocesan policies relevant to the position
- Ability to prepare and manage a budget
- Strong organizational skills
- Ability to work cooperatively with a diverse range of people
- Proven ability to maintain confidentiality in all matters
- Reliable, with strong time-management skills to:
 - prioritize work
 - manage multiple tasks and interruptions
 - meet deadlines
- Proficiency with:
 - Microsoft Office Suite
 - website editing
 - Meta Business Suite
 - Canva

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Active member of a Roman Catholic parish is preferred
- College degree and/or two to five years of experience preferred
- Current, relevant experience in event planning, hospitality services, highly preferred
- Current, relevant experience in communications, social media and graphic design, highly preferred

WORKING ENVIRONMENT:

- The employee works onsite in the parish office alongside other staff members.
- The normal work week is 35 hours. This position requires regular evening, weekend, and occasional off-site work. Work schedule will be approved by the Director of Stewardship
- Physical requirements of the position include, but not limited to, the ability to work in a seated position; the ability to walk reasonable distances unaided; the ability to stand for extended periods of time; able to push carts, climb ladders not to exceed 7 feet, and to lift objects up to 25 pounds
- Must have a valid driver's license and reliable transportation
- Occasional travel will be required

ACKNOWLEDGEMENT:

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. 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 with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

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

Employee Signature

Date

Supervisor Signature

Date