

**ARCHDIOCESE OF CINCINNATI POSITION
DESCRIPTION**

POSITION TITLE: Program Coordinator

EFFECTIVE DATE: 08/2022

DEPARTMENT: Pastoral Vitality
Center for Parish Vitality

POSITION SUMMARY:

The Program Coordinator for the Center for Parish Vitality supports the Director and other staff in executing programs, events, communications, and other initiatives to support pastors and parish leaders in building healthy and growing parishes. In support of the areas of pastoral planning, strategic planning, worship, and sacraments, and/or leadership formation, the Program Coordinator implements the vision of the Center for Parish Vitality.

CREDENTIALS & EXPERIENCE:

Bachelor's degree in organizational leadership, project management, communications, infomatics, or related degree or equivalent; experience as a parish staffer or committed volunteer is preferred. Strong written and oral communication skills required. Must have strong organizational and project management skills. Familiarity with software such as Office 365, Adobe Acrobat, Active Campaign, and other modern digital platforms is important. Demonstrated fluency with web development software like WordPress is preferred. Must be a practicing Catholic in good standing with the Church.

REPORTS TO: Director, Center for Parish Vitality

DUTIES & RESPONSIBILITIES:

- *1. Implement the vision of the Center for Parish Vitality (CPV) through execution of programmatic initiatives to support parish leaders, both in-person and online, including workshops (e.g. lector and EMHC workshops, Beacons Warmup Days), roundtables (e.g. Beacons Roundtable web series), in-service days, trainings for parish staff, etc.
- *2. Serve as primary resource within the CPV for the development and maintenance of digital resources for parish vitality, including the website, the Beacons of Light Pathway platform, online shop for parish resources, and other digital tools.
- *3. Manage communications to parish leaders on behalf of the CPV, including monthly news emails (*Vitality* and *Praenotanda*), specific targeted digital and print communications, etc., in coordination with the Communications Dept.
4. Work on specific projects to promote parish health and growth, as assigned by the director.
5. Assist the CPV Director, as well as the directors of Pastoral Planning, Strategic Planning, and Worship & Sacraments in direct support to pastors and parish leaders.

