



Pastoral Administrative Coordinator - Full Time 40 hrs/week

Franciscan Sisters of the Poor, 60 Compton Road, Cincinnati, Ohio 45215

(513) 761-9040 ext. 110

Job Summary

The Pastoral Administrative Coordinator provides support for the Franciscan Sisters of the Poor Congregational and Local Leadership and Sisters. Coordinates and executes work, projects and events. Prepares, distributes, retains materials and files. Manages time-sensitive needs and highly confidential materials relating to the legal and administrative functions of the Congregation. Safeguards the confidentiality of information in all aspects of daily duties. This position requires a blend of administrative expertise and interpersonal skills to effectively manage various tasks and assist team members. Must be available to assist with events.

Position Requirements

- Associate degree in business administration or comparable field
- 3 -5 years of administrative or executive support experience.
- Strong attention to detail and accuracy.
- Proficiency in computer literacy, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational skills with the ability to prioritize tasks effectively.
- Strong communication skills, both verbal and written, to interact with staff and Sisters professionally.
- Ability to work weekends or evenings for events as needed (approximately one a month).

Responsibilities Include:

- Coordinates and executes work as needed/requested by SFP Congregational and Local Leadership. Including communications, facilitate meetings and schedules.
- Provides support for U.S. Membership residing on St. Clare Campus
- Plans, facilitates and executes Congregational/US Area events including Jubilees, Assemblies and Funerals.
- Services as a liaison to the Archdiocese of Cincinnati at it relates to the Offices of Divine Worship for the St. Clare Chapel, the Archdiocesan Chancellor for the Wedding Ministry and Communications for Sisters/Staff. May serve as a liaison to other organizations as requested

- **St. Clare Chapel** – Oversees, manages, and organizes the use and scheduling of the Chapel for all sacramental events (including livestream Liturgies), weddings and other activities/events which includes, engaging, scheduling, and providing payment to all Presiders, Sacristans, Lectors, Musicians and other providers as needed. This also includes the oversight of various duties provided by staff and Sister/Volunteers.
- Oversee the Wedding Ministry and the position of Wedding Coordinator. Assists with weddings as needed. Interfaces with the Archdiocese of Cincinnati personnel, ministers, wedding party or vendors/service provided as needed or requested by Wedding Coordinator.
- Oversee the work of the Administrative Assistant, and covers position as needed including:
 - Oversee and support the information technology and related communication needs of US sisters and employees.
- Initiates, maintains and monitors renewal dates for leases, contracts and service agreements related to areas of responsibility. Reviews all documents with Campus Administrator for signature or further review with Congregational Leadership.
- Participates in the development and implementation of annual budgets for areas of responsibility. Monitors expenses and seeks to identify cost saving measures.

To apply: Send resume to dhf@franciscansistersofthepoor.org