

Position Available: Ministry & Events Coordinator

Location: St. Mary Parish and School, Littleton, CO - Archdiocese of Denver

Summary: St. Mary Parish, one of the larger parishes in Colorado, is seeking to fill the new position of Ministry & Events Coordinator. This is an administrative position, full-time with Benefits working 40 hours per week. This person will be part of the Department of Stewardship & Development and will have responsibilities pertaining to the development and implementation of systems and procedures to advance the parish and school Stewardship activities.

Job description:

- Facilities Scheduling & Management
- Coordination of Ministry Activities and Volunteers
- Parish Events Planning & Execution

Qualifications:

- Demonstrated planning, organizational, management, and administration skills
- Computer literate, skilled in donor databases, and internet capable; knowledge of volunteer management
- People-person with the ability to work with a variety of constituencies including parishioners, parents, staff, vendors, and external organizations
- Excellent communication, and written and verbal persuasion skills
- Hands-on approach, creative self-starter with drive for results
- Able to work a flexible schedule when needed, managing multiple priorities with a positive attitude.
- Assist with parish Database & Communication Initiatives
- Familiarity with parish work and life
- Active member of a Catholic parish with an understanding of the stewardship teachings and mission of the Catholic Church.

Salary: Based upon experience and qualifications

Reports to: Director of Stewardship & Development

Send cover letter and resume to:

**Peter Ugran
Director of Stewardship & Development
St. Mary Parish
6853 S. Prince St.
Littleton, CO 80120**

Or email cover letter and resume:

pugran@stmarylitleton.org

Application deadline - Wednesday, February 29, 2012