



Title: Outreach Coordinator

Summary

Our Lady of Guadalupe Parish exists to make joyful disciples of Jesus who form a community that overflows in faith and charity. The Outreach Coordinator plays an essential role in this mission. The incumbent is supported by the Pastor or his designate.

Duties & Responsibilities

1. Support parish leaders in the delivery, promotion, and growth of outreach ministries.
2. Seek and cultivate strategic partnerships and manage existing relationships with community partners.
3. Identify funding opportunities and prepare grant proposals. Spearhead annual appeals.
4. Administer the parish's most needed fund. Maintain current knowledge of available community services and resources and help make referrals to those in need.
5. Play an active role in the planning and delivery of parish events including, but not limited to, the parish mission, leadership summits, etc.
6. Create and nurture an active leadership pipeline, mentor volunteers, and always work to develop volunteer, parishioner led ministries.
7. Sundry duties as assigned to support parish life.

Qualifications

- A faithful Catholic, active in the Church's liturgical and sacramental life, with an active spiritual life, personal prayer life, and relationship with Jesus Christ.
- Demonstrated successful experience working with vulnerable populations, a heart for outreach to those at the margins.
- Demonstrated successful experience with fundraising and grant writing.
- Able to problem solve and be proactive in making connections and connecting people with resources.
- Team player with a commitment to the mission and passion for parish renewal.
- Commitment to ongoing professional and personal development and learning.
- Excellent interpersonal and communication skills. Heart for hospitality.
- Volunteer or working experience in a parish context.
- Servant leader - we lead by serving others.
- Familiarity with Divine Renovation is an asset.

Note

Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, many times, higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church.