

JOB DESCRIPTION

Job Title	Event(s) Coordinator		
Department	Vocations Office - Chicago		
Reports To	Vocation Director	Supervisory	None
Employment Class	Exempt, Benefits Eligible	EEO Class	2

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Events Coordinator serves the Vocation Office in its efforts to help men discern a call to follow Jesus as a priest. This position plans and coordinates Vocation Office sponsored events (Totus Tuus, discernment retreats, sports/discernment camps, service trips, etc.) and other social events that focus on evangelization, missionary discipleship, and vocation discernment. This position is responsible for organizing and executing events at the service of vocational discernment: retreats, discernment trips, and vocation events (dinners, discernment groups, etc.).

This position reports directly to the Vocation Director and will work closely with all the employees in the Vocation Office and corresponding employees and clergy, at the University of Saint Mary of the Lake/Mundelein Seminary and the Archdiocese of Chicago. The individual must be skilled at building relationships and able to relate to individuals at all levels within/outside the organization. They must be sensitive to organizational, and department needs, employee goodwill and the overarching mission of the Catholic Church.

Essential Job Functions

- Event planning
 - Promotions and marketing activities (Archlink, Chicagopriest.com, Totus Tuus National, social media, direct mail/e-mail, etc.)
 - Coordination of communication, activities, and efforts that are aligned with Vocation Office needs. This includes collaboration with the diocesan/parish personnel, reporting to the local Bishop/Pastor and/or his representatives and a thorough understanding of the vision of the Vocation Office and the Church and on-going communication with parishes and missionaries.
 - Responsible for the registration, applications, recruiting materials, and curriculum.
 - Manages contact lists and files for all special events.
 - Organizes and assists running camps and daily activities.
 - Supervises and mentors missionary teachers.
 - Guides and manages teams of Seminarians who build and design camp “themes”.

- Coordinates with Assistant Vocation Directors (AVDs) as they organize and sponsor expeditions for discernment.
- Recruitment: Outreach and recruiting for:
 - Specific event(s), specifically Totus Tuus missionaries,
 - Parish volunteers for events,
 - Formation - young men for discernment
- Social Media
 - Create, expand, and manage the Vocational Office reach online through the aid of social media (Facebook, Instagram, LinkedIn Twitter, YouTube, etc.).
 - Responsible for writing, editing, and posting, ensuring a consistent brand presence and voice across all social medial platforms.
 - Build and manage a coordinated content calendar across social accounts, including a schedule for online engagement and communications.
 - Check on performance, provide analytics and other data dashboards, determine insights, key performance indicators (KPI's) for actionable insights that support improvement and growth.

Responsible for the following events:

- Totus Tuus Program (60%)
- Summer/Sports/Quo Vadis Camp(s) (10%)
- Discernment events, including Samuel Group (10%)
- Other events: Altar Server, Andrew Dinner
- Special projects

Ancillary Job Functions

- Assist the Vocation Director with events for discipling and discerners.
- Administrative responsibilities, i.e., orders event supplies as needed, etc.
- Adherence to event budget(s).
- Other projects and responsibilities as assigned by Vocation Director.

Education and Experience – An equivalent combination of education, training and experience will be considered.
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- Bachelor's degree – required.
- 1-3 yrs. camp counselor, youth group leader, +missionary experience- required.
- 1-3 yrs. event planning & management, particularly with non-profit organizations, preferred.
- 1-3 yrs. recruiting &/ or development or sales experience – preferred.
- Working knowledge of mass mail distribution platforms, Mail Chimp -preferred.
- Working knowledge of donor platforms, Give Central – preferred.
- Advanced skills with Microsoft Applications including Outlook, Excel (V-Lookup/Formulas),

PowerPoint, Social Media platforms, photo/video editing, and other Web based applications, required.

- Previous work in the sports industry or athletic experience – preferred.
- Bilingual - preferred

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those associated with this position.

- Exemplify leadership skills including self -motivation and self-starter.
- Good time management, prioritization, execution to meet deadlines and established goals.
- Excellent interpersonal skills, ability to relate to people at all levels within an organization.
- Innovative, ability to propose enhancements/changes to existing processes, enact new events, increase the outreach and opportunities for recruitment and awareness.
- Customer Service Centric focus (internal and external).
- Good listening skills, attentively and patiently listens to others.
- Work well under pressure.
- Good judgement, problem solver, attention to details.
- Neat and professional in appearance.
- Excellent written communication skills; professional aptitude for proofing and editing, confident speaking in public, or group settings.
- Possess a philosophy that is consistent with the Mission, Vision and Values of the Archdiocesan organization. Champions the Archdiocese's, with a commitment to co-workers (teamwork), supporters, grantees, suppliers, and all other constituents.
- Adheres to Archdiocesan policies, procedures, standards and maintains the highest regard for confidentiality.
- Ensures that safety is a priority at all events and proactively reports any situations.
- Commitment to personal spiritual growth/direction, personal qualities, and professional performance.
- A good Catholic theology formation including a passion for sharing/teaching the Catholic faith.
- 100% missionary minded.
- A commitment to the belief that all people have the right to dignity, respect, opportunity, and full community inclusion.

Work Environment – Environmental conditions commonly associated with the performance of the functions of this job.

- General office conditions.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Genuinely support and work with others in a Catholic environment.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Travel (local), occasional evening and weekend work, flexibility to adjust to other department/business needs.
- Exposed to weather conditions, requires working in the camps with students.

Employee Acknowledgement

I understand that:

- This job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my director at any time that I am unable to perform these functions.
- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and it is understood that my employment is at-will.
- I have read and understand this job description.

Employee: _____

Date: _____