



Diocese of Springfield in Illinois

Catholic Pastoral Center

Job Title: Programming Coordinator
Division/Department: Department for Vocational Services
Reports to: Director, Department for Vocational Services & Promoter of Vocations
FLSA Status: Non-Exempt
Prepared Date: July 2022 **Revised:**

POSITION SUMMARY:

“The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God’s creation who seek to become saints.” (Fourth Diocesan Synod, Statue#1). Therefore, every member of the Curia staff, as an extension of the ministry of the Diocesan Bishop, has a ministerial calling, and each position has a ministerial aspect.

The Programming Coordinator supports the Department for Vocational Services by providing administrative, planning, and direct support to the staff of the department as well as to parishes and schools in the Diocese of Springfield in Illinois. This position plays a vital role in carrying out the vision of the Diocese as outlined in the documents of the Fourth Diocesan Synod and collaborates with Curia staff to promote the message of all Christians having a call to holiness.

ESSENTIAL FUNCTIONS:

- Assist the Promoter of Vocations with developing and scheduling Diocesan vocational events.
 - Organize vocations events throughout the diocese such as holy hours and social events.
 - Communicate with various diocesan entities to plug into pre-existing events.
 - Attend events with Promoter of Vocations as necessary.
- Oversee the development and implementation of promotional materials for the department.
 - Participate in the promotions as developed by the Office of Communications through social media channels.
 - Produce any necessary promotional mailings to schools, parishes, and parishioners.
 - Coordinate with the Director and Promoter of Vocations to develop seminarian promotional prayer materials.
 - Update the Vocations website as necessary.
 - Coordinate the various aspects of seminarian promotion – schedule photos, order diocesan polos, etc.
- Coordinates the completion of seminarian applications. Maintains seminarian files as directed.
- Schedule and arrange Andrew Dinners throughout the five deaneries.
- Assist the Coordinator for Diocesan Celebrations with the planning and organization of ordination liturgies and events.
- Assist the Parish Liaison for Restored Order with sacramental liturgies at the Cathedral.
- Coordinate seminarian events such as the Christmas and Fall gathering and retreats.

Job Description: Programming Coordinator, Department for Vocational Services

- Organize the Called and Sent retreat program as well as any other vocational retreats
 - Oversee the administration and operations of the program: take registrations, etc.
 - Coordinate meetings with team members and parishes.
 - Develop any promotional materials.
- Direct and oversee the Totus Tuus summer program.
 - Communicate and publicize program to parishes across the diocese.
 - Meet with Parish Coordinators prior to program. Provide assistance and support to parish before, during and after program as necessary.
 - Develop schedule.
 - Develop appropriate communication materials for parishes.
 - In collaborate with the Office for Human Resources, recruit, interview and hire team members.
 - Coordinate team training. Participate in development of curriculum.
 - Visit teams and parishes throughout the summer. Communicate with team leader and problem solve for any issues.
- Perform basic office tasks such as filing, answer the phone, respond to mail, etc.
- Other duties as assigned

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Undergraduate degree in related field.
- 5 years of experience in related ministry field with proven experience in high-volume planning and organization.

REQUIRED SKILLS, KNOWLEDGE, AND CHARACTERISTICS

- Practicing Catholic in full communion with the teachings of the Church
- Able to articulate the philosophy of the Department for Vocational Services effectively both within the Catholic community as well as in the larger civic community.
- Strong verbal, written, and people skills
- Strong presentation and group facilitation skills
- Ability to effectively train others.
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook
- Excellent ability to organize, plan, set job priorities and multi-task to meet deadlines
- High degree of confidentiality
- Proven ability to solve problems and make effective decisions
- Ability to work independently as well as with a team
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks
- Willingness to work collaboratively in a team-oriented environment
- Valid driver's license and willingness to routinely operate a motor vehicle to drive to locations throughout the Diocese.

To apply:

Please send resume and cover letter to Erin Danaher at hr@dio.org or mail to the Catholic Pastoral Center at 1615 West Washington, Springfield, IL 62702.