

JOB TITLE: Program Coordinator
AGENCY: Diocese of Joliet – Vocations
REPORTS TO: Shared Services Administrative Lead / Director of Vocations
WORK: Full-time, Benefits

JOB SUMMARY

The Vocations Program Coordinator provides professional support services to the Diocesan Office of Vocations and its Director. The Vocations Program Coordinator is responsible for communicating the importance of discerning and responding to the call to vocation to priesthood or religious life through the various social media, in collaboration with the Diocesan Office of Communications. The Vocations Program Coordinator will support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Seminarians:**

- Maintain strict confidentiality of highly sensitive information.
- VIRTUS Online Coordinator for Seminarians.
- Maintain seminarian records, database, and parent database, maintain Outlook public folder and email list, seminarian resource group, and publish seminarian roster annually.
- Communicate and correspond with Seminarians and Director.
- Create, maintain, update and track confidential files/information ensuring accuracy and completeness.
- Maintain, process, record, and request payment of seminarian related expenses, including tuition, stipends, medical expenses, and seminarian reimbursements.
- Oversee Seminarian Health Insurance.
- Assist with the design and production of the annual Seminarian Poster.
- Prepare for annual Seminarian Retreat, Christmas gathering and other formation opportunities.
- International Candidates: Obtain necessary forms and documentation for non-U.S. citizens applying as seminarians to diocese and execute international background checks.
- Coordinate with rector and formation faculty to schedule seminarian visits and evaluations to each seminary once a semester.
- Coordinate annual priest and transitional deacon ordinations, preparations, prepare dimissorial and call letters for ministries (Candidacy, Acolyte, Lector and orders).
- Prepare letters of suitability upon request.

PROGRAM COORDINATOR

- **Office Administration**

- Prioritize and track time-sensitive events and assignments to ensure timely completion.
- Coordinate the Director's schedules.
- Answer telephone in a professional, pleasant manner and respond to inquiries in a timely manner.
- Research and answer questions - direct more in-depth inquiries to the Director.
- Create and maintain general calendar and schedule of Vocation Office programs.
- Prepare correspondence and memos as directed by the Director.
- Update and maintain computer files for the office.
- Arrange for insurance coverage with Catholic Mutual for off-sight retreats when necessary.

- **Vocation Program:**

- Coordinate and promote vocation programs and experiences: Operation Andrew Dinners, Jeremiah Day, Quo Vadis, prospective's visits to seminaries, Samuel Group-a young adult discernment program, and other Vocation events.
- Collaborate with the Vocation Director, Director of Youth Formation, local youth ministers, campus ministers, and other Dioceses and Diocesan entities to promote and build a culture of vocations.

- **Website Marketing & Media**

- Work with the Office of Communications to maintain the Diocesan Vocations website, and assist in developing content for social media and print media for distribution.
- Create monthly newsletters and promote diocesan Vocation events. Prepare and send out bulk emails for workshops and retreats.
- Regular communication with priests and Diocesan bulletin editors.

OTHER DUTIES & RESPONSIBILITIES

- **Desktop Publishing:** design, layout, production, and in-house printing of all office publications such as brochures and flyers, registration forms. Prepare all publications for outside printer(s) when necessary.
- Oversee office inventory and supplies.
- Schedule rooms for meetings, including other ministries.
- **Accounts Receivable:** process and record all incoming funds from donations or registration fees.
- **Accounts Payable:** process all bills, invoices, stipend requests and expenses.
- Maintain Vocations Office Income and Expense ledgers.
- Prepare monthly expense report and submit Vocations charge card expense receipts and summary to Finance.
- Provide front desk coverage on a rotational basis and as required.
- Handle other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's Degree preferred, but not required.
- Minimum 5 years administrative assistant experience.
- Excellent organizational skills and attention to detail, required.
- Proficient communication, computer and typing skills.
- Ability to prioritize work according to volume, time constraints and demand.
- Proficient in Microsoft Word, PhotoShop, Publisher, Excel, Microsoft Outlook.
- Able to work equally well with peers and superiors.
- Bilingual in speaking and writing Spanish preferred, but not required.

WORKING CONDITIONS

Full-time, non-exempt employee with full benefits package. Hours are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 1:00 p.m. Occasionally, work outside the normal business hours as required.

This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.