

## **Program Coordinator**

### **Office of Worship, Roman Catholic Diocese of Metuchen**

Presently, we have an immediate, full time opening available for a Program Coordinator who will assist in coordinating and providing support for liturgical preparations and programs, and provide general secretarial and sacristan duties for the Diocesan Center Chapel and other off-site liturgical celebrations.

#### **Primary Job Responsibilities Include the Following:**

- Coordinate and oversee daily operations, including administrative support, of the Office of Worship
- Serve as principal sacristan and oversee maintenance of the Pastoral Center Chapel, which includes coordinating the efforts of assisting sacristans.
- Coordinate and organize preparation of events for Parish Liturgical Leadership.
- In collaboration with the director, coordinate and organize diocesan Masses and other liturgies
- Develop and print participation aids for Diocesan Masses, Priest Funerals and other liturgies.
- Coordinate the scheduling of ministers and communication of information/instructions for priests and other ministers of the liturgy as needed.

#### **Desired Skills and Qualifications:**

The ideal candidate will be highly organized, self-motivated, possess outstanding interpersonal and relational skills, be technically proficient (MS Office applications and graphics software), and demonstrate a high degree of accuracy with respect to scheduling and recordkeeping. Additional qualifications include the following:

- Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy
- Associates Degree or certification in Religious Studies; or two to four years related experience and/or training; or equivalent combination of education and experience.

Compensation includes a competitive salary and a comprehensive benefits program. Interested candidates should submit a resume and salary requirements via e-mail to: [HR@diometuchen.org](mailto:HR@diometuchen.org)

\*\* Please note that due to the anticipated high volume of responses, only those candidates who we are interested in interviewing will be contacted.

**NO PHONE CALLS PLEASE.**