

Scheduling Coordinator – PT

St. John the Evangelist Parish, a growing and extremely busy Catholic parish, is seeking a part-time Scheduling Coordinator to work at the Parish Office in St. John, IN (corner of Rt. 41 and 93rd Avenue).

The Scheduling Coordinator is responsible for:

- Maintaining the parish calendar online and in Master Schedule Book
- Acting as the contact person for all persons, groups and event coordinators needing to schedule space/events in the school, parish meeting areas and Churches
- Preparing key bags daily for pickup and tracking return of keys for all meeting spaces
- Leading annual calendar meeting where all major / annual events are scheduled

This position is part-time, and the work schedule is M-F, from 8 a.m. to noon. The pay rate is \$11.00/hour.

Interested candidates should be detail oriented, organized and helpful in assisting persons from all areas in the Parish community. A strong knowledge of Excel is needed.

Interested and qualified candidates should send a resume to Kris Ziegelhofer, Human Resources Coordinator, at hr@stjohnparish.org.