

## **SERVICE AND OUTREACH COORDINATOR**

St. John the Evangelist Parish is seeking a part-time Service and Outreach Coordinator to assist in our parish in growing opportunities for service in our community and the world at large. Working closely with the pastor and parish staff, the Service and Outreach Coordinator will be focused on enhancing existing programs and developing new service opportunities for our parishioners to become the face of Jesus Christ to others.

### **Other responsibilities include:**

- Coordinating Mission Trips to the Dominican Republic and assists in sponsoring a school and students in the country
- Developing domestic mission trip opportunities and coordinates all service projects and mission trips in the community and surrounding states
- Coordinating with ministry heads to assist with all disaster relief efforts, food and clothing drives, Habitat for Humanity, and other economic relief activities
- Overseeing our food pantry and St. Vincent de Paul to ensure that we are serving the needy in our community with economic relief and food
- Providing service opportunities for our Religious Education and School students
- Collaborating with Relational Ministry to develop service opportunities for small groups and develop/maintain online sign up platform

Our ideal candidate will have a dynamic, outgoing personality coupled with a strong passion for helping others. Responsibilities for this position include a heavy emphasis on planning, coordination and communication. Attention to detail is critical to success in this position.

A bachelor's degree in related field or experience in service / outreach fields is preferred. A strong personal faith, administrative, organizational, communication and computer skills are all essential to success in this position, as is creativity and innovation.

St. John the Evangelist Parish is a dynamic parish, located in St. John, Indiana, just 40 minutes outside of Chicago. We are a large, active and growing parish focused on evangelization and service. Interested and qualified persons should send resumes to Kris Ziegelhofer, HR Coordinator.