

Operations Coordinator – Hancock County Catholic Churches Job Opening

Category: Leadership/Administrative

Terms: Full-Time Employee

Base Pay: Salary

Send applications or inquiries to: info@hancockcountycatholic.org

Applications include: Resume, References, and Cover Letter

Job Description

YOUR ROLE:

The Hancock County Catholic Churches are seeking an Operations Coordinator to work closely with the leadership of the parishes and school in administrative work.

The work will be “behind the scenes,” allowing the leadership to focus more on mission specific work of forming disciples and strategic planning.

WHO WE ARE:

The Hancock County Catholic Churches are a group of five rural parishes and one school serving the 500+ Catholic households of Hancock County, Illinois.

WHAT YOU WILL BE DOING:

- Oversight of Parish and School Annual Appeals
- Responsibility for Safe Environment (Protecting God’s Children) Program for Parishes and School
- Oversight of IT and parish data concerns for parish and school
- Oversight of maintenance for parish and school buildings
- Communication and Coordination with parish and school secretaries and others
- Oversight of school transportation (bus) needs
- Oversight of School athletic events
- Contract Negotiation with outside vendors
- Attendance at parish finance council meetings
- Active participation in parish leadership team meetings

WHAT YOU NEED:

In addition to the above, the ideal candidate will have the following:

- **Good communication skills** – with other teammates (by means of email and text) and constituents (by means of the written word)
- **Flexibility/Adaptability** – an openness to not having a “typical day at the office” but rather to doing what is necessary to accomplish the work at hand

- **Willingness to work independently**
- **A desire to organize**
- **Facility with current technology** - including Google Suite of products (or similar platform)
- **Experience in administrative work in a team based environment**
- **A desire for the proclamation of the Gospel and the growth and development of the Catholic Church in the 21st Century.**

About the Employer

MISSION: We, the Hancock County Catholic Churches, Work Together to Form Disciples of JESUS, to Lead All to HIM in the Eucharist, and to be HIS Presence in the World.