

## ***POSITION DESCRIPTION***

### ***National Religious Vocation Conference***

**TITLE:** Program and Communication Coordinator

**FLSA STATUS:** Non-exempt

**CATEGORY:** Hourly Part-Time Employee

#### **GENERAL SUMMARY:**

The Program and Communication Coordinator provides administrative assistance and clerical support to the Director of Member Relations and Services for NRVC events such as the Summer and Fall Institute, Convocation, the Member Area Coordinator Meeting and other member services.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

##### *Essential Outcomes*

- Creates photo releases, name tags, table tents, certificates, participation lists, and room lists;
- Promotes NRVC events, communicates timely information to participants and organizing details for successful programs;
- Responds to requests for information concerning events;
- Provides on-site assistance, hospitality, refreshments, and evaluation of NRVC programs and member services;
- Publishes monthly member updates and other broadcast emails;
- Contacts members to update membership data, directory and speakers' bureau;
- Updates the website as directed and posts member feast days on social media;
- Proactively posts and responds to vocation related content on social media platforms;
- Assists in preparation of materials, presentations, and resources for the Director of Member Relations and Services;
- Fulfills other tasks as assigned by the Director of Member Relations and Services.

##### *Contact and Working Relationships*

- Serves as a part-time member of NRVC staff;
- Assists the Director of Member Relations and Services in implementing membership, marketing programs, workshops and programs, including the biennial Convocation.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- College degree and comparable ministerial experience preferred;
- Demonstrates cultural and ecclesial competency; knowledge of the Roman Catholic Church, religious life and vocation ministry an asset;
- Knowledge and proficiency in Microsoft Office, interactive technology and social media platforms with the capacity to learn new technology skills when necessary;
- Ability to create original and professional correspondence;

- Excellent written and verbal skills in English, other language skills an asset;
- Highly organized and detail oriented, with the ability to manage multiple projects simultaneously;
- High energy, excellent interpersonal skills, and extravert personality;
- Ability to build and sustain successful relationships and work collaboratively with minimal supervision;
- Professional problem solving skills with the ability to maintain a calm and professional demeanor with participants, presenters and the public;
- Practices a high standard of confidentiality, integrity and discretion;
- Ability to accept and respond appropriately to constructive feedback;
- Team player who can contribute to the NRVC mission.

### **WORKING CONDITIONS**

- On-site flexible work hours, twenty hours weekly.
- Occasional travel, weekend/evening hours as needed, and on call support during scheduled events required.

### **ACCOUNTABILITY**

- Reports to the Director of Member Relations and Services.

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities and skills required.