

Position available – Service Outreach Coordinator

St. John Neumann Catholic Church is located in St. Charles, IL, a thriving suburb west of Chicago with approximately 3000 families. Although already a vibrant parish, we have recently begun a significant process to initiate a culture change at our parish to emphasize missionary discipleship. We are committed to forming disciples by accompanying people as they Encounter Christ, Grow in Christ, and Be Sent by Christ.

The Outreach Coordinator position will carry out that mission to form disciples by helping people Encounter Christ, Grow in Christ, and Be Sent by Christ. The position facilitates volunteer opportunities that lend aid and service to community initiatives. A key part of this role will involve recruiting and coordinating a dynamic team of missionary volunteers to serve the program as well as completing all administrative tasks related to this outreach ministry.

This is a 25 hour per week part time position consisting of a flexible schedule to meet the needs of the ministry. Sunday morning hours and Tuesday afternoons a must. Pay commensurate with experience.

Here's why this is a great position:

The Service Outreach Coordinator will strengthen the capacity of St. John Neumann Church through volunteer management and community outreach in order to better serve and empower underserved agencies and families within the Fox Valley area. They will build upon the programs already in place at SJN. This position will strive to increase the involvement of volunteers/missionaries in mission programs and activities. SJN has a history of fostering faith that is committed to expanding the circle of God's love and turning faith into action. As part of our mission we are building relationships with our neighbors and inviting them to explore their faith and put God's love into action with us. This is a great place to work. We value and respect one another and the families we assist.

- This position serves to coordinate all community outreach programs the parish entertains.

The candidate must:

- Follow the doctrine of the Catholic Church.
- Demonstrate the desire to work with the entire staff and experience with faith, the relational outreach necessary to form missionary disciples.
- Have excellent relational skills and the ability to develop personal and community connections.
- Have excellent written, oral, and interpersonal communication skills.
- Have proficiency with Social Media and promotional tools as a means of outreach to the community.
- Have proficiency in Microsoft Excel and Word.
- Have the desire to educate, provide outreach, and create a positive image in the community.
- Have developed organizational skills.

Candidates can send resumes and cover letters to gquinn@sjnstcharles.org and can direct questions to Gail Quinn at 630-377-2797.