

Job Title – Marketing and Events Coordinator

Hours – Part-time (20-25 hours per week)

Parish – St. Joan of Arc Catholic Church
820 Division Street
Lisle, IL 60532

Start a Great Career with a Great Purpose!

Our work is to share in the mission of Jesus continued through the Church. The goal is to make the Kingdom of God visible in our community by seeking human wholeness, peace and bond of charity in our relationships with one another.

As members of Christ’s Church, we seek to affirm, celebrate and share the liturgy for the glory of God and the good of the Church, the family and the individual with our liturgical worship as the center of all parish life. We are a community to proclaim the good news and to serve. We build community and foster Christian personhood in order that we might serve and celebrate Christ’s presence in our Catholic Doctrine by providing formation in understanding and traditions.

Responsibilities include:

- Identify new prospective donors and areas of potential gift growth
- Facilitate Parish fundraising opportunities.
- Oversee new and existing Church fundraisers as well as those identified by the Pastor and Diocese
- Organize, attend and assist in all parish events as needed
- Coordinate and participate in donor recognition activities
- Attend weekly staff meetings

Qualifications:

- Practicing Catholic
- Bachelor’s Degree
- 5 years previous Development & Event Planning experience
- Excellent interpersonal skills
- Ability to brainstorm and develop ideas for creative marketing campaigns and events
- Computer literate
- Able to work independently and be a self-starter
- Excellent oral and written communication skills
- Detail oriented
- Capital Campaign experience a PLUS

If interested in this amazing opportunity, please send a resume and cover letter to Leanne VanGronigen, Business Manager at Lvangronigen@sjalisle.org.