



Paulist Center Boston

Attentive to the Holy Spirit and nourished by vibrant liturgy, we are a Catholic community that welcomes all, fosters healing and reconciliation, and acts for justice.

Ministry and Program Coordinator

The Paulist Center seeks a dedicated Ministry and Program Coordinator to support the operational functions of the various ministries of the Center. This is a fulltime, in-person position.

The ideal candidate will be detail-oriented, organized, and possess excellent communication skills to support day-to-day operations and special events. This position requires someone who can manage multiple priorities while maintaining a welcoming presence for Center members and visitors. The Ministry and Program Coordinator will work closely with clergy, staff, and volunteers to ensure the smooth functioning of Center activities.

The candidate is required to have a car and valid driver's license and be able to lift at least 20 pounds to manage shopping for food and supplies for events. **The role is 40 hours/week, working Wednesday through Sunday with flexibility for daytime or evening hours.** This is an in-person position at 5 Park Street in downtown Boston with a possibility for occasional remote work hours.

Duties and Responsibilities:

Operational Support

- Support the pastoral staff with operational needs related to events and ministry work including
 - Organizing materials for weekly events and programs
 - Plan logistics for major events and holidays
 - Coordinate scheduling and communications for sacramental events with families and individuals
 - Coordinate logistics such as food and hospitality with community members or partners
 - Work with facilities staff to ensure facilities are prepared for services and events
- Take the lead on utilizing Realm Connect church membership software for event registrations, volunteer ministry communications and other ministry related features
- Ensure up-to-date collection and renewal of Criminal Offender Record Information (CORI) checks for staff and volunteers (annually)
- Facilitate Virtus trainings for Center volunteers and staff (2x/year) and manage database of trained community members



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Communications and Technology

- Working with website manager, maintain and update information
- Provide basic IT support for staff
- Manage Center social media accounts and digital communications in collaboration with Pastoral Staff

Other

- Assist with special projects and events as needed including the annual fundraiser in the spring
- Utilize church membership software Realm Connect to Support program data entry, event registration, and communications
- Other duties as assigned by Center leadership

Requirements

- Bachelor's degree preferred or equivalent combination of education and experience that demonstrates critical thinking skills, ability to problem solve and take initiative
- Minimum 3 years of experience in administrative or operations management, preferably in a non-profit or religious organization setting
- Respect for spiritual practices and religious organizations
- Proficiency with Microsoft Office suite, Google Drive, database software, and social media sites
- Strong organizational skills with the ability to manage multiple priorities while maintaining attention to detail
- Excellent interpersonal and customer service skills
- Excellent communication skills and professional demeanor with the ability to interact respectfully with clergy, staff, Center members, and vendors

Details

This position is primarily onsite at the Paulist Center in Boston. This is an hourly non-exempt position, with a salary range of \$60,000-\$65,000 annually. This position reports to the Executive Director.

To apply, please send a resume and cover letter to Rebecca Bowie at hiring@paulistcenter.org.