

Office and Events Coordinator

The Roman Catholic Archdiocese of Indianapolis is seeking a full-time Office and Events Coordinator to assist the Director of Marriage and Family Life with administrative and professional support. Responsibilities include the development and implementation of programs and events, including regular marriage preparation retreats, annual divorce ministry retreats, and Archdiocesan events for marriage enrichment. Office administrative duties include overseeing the production and maintenance of electronic, social, and print media, and facilitating office communication with clergy, Archdiocesan agencies, parishes, and individuals who are seeking information or resources from the office.

Applicants should be practicing Catholics with an enthusiasm for and deep commitment to their faith, especially Church teachings on marriage and family life. A bachelor's degree in a related area is preferred. Initiative, organizational ability, interpersonal skills, and proficiency with Microsoft Word and Excel are all essential. Graphic design experience is preferred. The ability to communicate verbally and in writing in Spanish is a plus. The position involves access to confidential information which must be safeguarded. Some evening and weekend work is involved.

The Office of Marriage and Family Life exists to promote the vocation of marriage and family life, to assist individuals facing difficulties in their marriage and family, and to accompany families on their mission to build the Kingdom of God. We accomplish this mission through marriage preparation formation, retreats and support groups for Catholics who are separated or divorced, opportunities for marriage enrichment, and resources for family discipleship.

Please e-mail cover letter, resume, and list of references, in confidence, to:

Ed Isakson
Director, Human Resources
Archdiocese of Indianapolis
1400 North Meridian St.
Indianapolis, IN 46202
E-mail: edisakson@archindy.org

Added on November 24, 2020