

**Diocese of Evansville**  
**The Catholic Center and Sarto Retreat House**  
**Activities Coordinator**

The Diocese of Evansville Activities Department is seeking an Activities Coordinator. This multi-faceted full-time position assists in the daily activities of the Activities Department and the Sarto Retreat House.

**Qualifications:**

- Ability to develop and maintain positive relationships with customers
- Strong communication and organizational skills
- Detail oriented
- Extensive experience with Microsoft Office or similar software programs

**Responsibilities:**

- Schedule/plan meetings, events and retreats\*
- Coordinate with Facilities Manager and Activities staff for meetings and retreats
- Clerical and record keeping, including Activity Department employee records, invoicing, income, filing, etc.
- Hospitality-Ensure meeting/event requested criteria are met, facility tours, assist with customer satisfaction, etc.
- Schedule receptionists, kitchen staff, and After-hours employees
- Set-up/clean-up of daytime meetings
- Acquisition of food and goods for meetings and events
- Assist with postage meter and mailings
- Assist with reception desk duties
- Acquisition of copy paper and office supplies
- Other duties as necessary to fulfill Activities Department responsibilities

\*Retreats held at Sarto are sponsored by groups outside the Catholic Center, so planning of the content of the retreat is the responsibility of the hosting group. The Activities Coordinator schedules the retreats throughout the year, and assists with retreat leaders' instructions and related details before the event.

**Application Deadline:**

Applications will be accepted and interviews held until the position is filled.

**To Apply:**

Please submit a cover letter and resumé to Andy Reckelhoff at: [areckelhoff@evdio.org](mailto:areckelhoff@evdio.org)