

Job Description

Title/Position: Evangelization Coordinator

Date Posted: 2 May 2019

Date Closed: 29 May 2019

Category (Hourly or Salary): Hourly

Employment Type (e.g. Fulltime, Part-time, Temporary): Fulltime

Start Date: Summer

Location: Annunciation Parish, Evansville

Degree/Licensure Requirements: Preferred background in Theology

Other Job Requirements:

Must have organizational skills, Must be able to work as a team member with other staff, Must have good interpersonal skills, Must have ability to meet deadlines, Must have ability to maintain confidentiality, Must have ability to perform outlined tasks, Must be able to navigate Parish Data System software, Must be proficient in Microsoft Word and Excel

Job Description:

This position will coordinate volunteers, promote opportunities for evangelization and engage people to become disciples of Jesus Christ. This is a full-time position with benefits. Applicant should have skills in organization, communication and marketing with a firm understanding of the Catholic faith. This person should be self-motivated and have proficient interpersonal skills.

How to Apply:

Submit cover letter, resumé and three references, including contact information, by Wednesday, May 29, 2019. Please send applications to Fr. Alex Zenthoefer at azenthoefer@evdio.org or mail to Annunciation Parish, 3010 E Chandler Avenue, Evansville, Indiana, 47714. For a complete job description, please contact Fr. Alex Zenthoefer at azenthoefer@evdio.org or call (812) 476-3061.