



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

Catholic Schools Office Coordinator

Job Title:	Coordinator
Location:	Catholic Center
Reports To:	Interim Superintendent of Catholic Schools
FLSA Status:	Full Time / Hourly Non Exempt
Last Revised:	7/7/2022

We, the Catholics of the Diocese of Evansville, are committed to continuing the mission of Jesus Christ in the world today by joyfully living the gospel, ministering to all in justice and charity, and inviting people into a personal encounter with the living God through Word, Sacrament and Service.

Summary:

The Schools Office Coordinator will be responsible for managing areas of school information and school systems. This position will work closely with administrators, support staff, and community partners to promote the operation of Catholic schools. The coordinator will assist the superintendent in insuring schools reflect the highest ideals of Catholic education, meets the expectations of parents, and answers the requirements of the Indiana State Department of Education and Diocese.

Duties and Responsibilities:

- Produce and distribute correspondence memos, letters, forms and emails
- Assist in the preparation of regularly scheduled meetings
- Maintain accurate and complete records for the Schools Office
- Generate reports
- Handle multiple projects
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks
- Provide workflow and process improvement
- Contribute to team effort by accomplishing related tasks as needed
- Carry out administrative duties for the office
- Handle sensitive information in a confidential manner
- Reply to email, telephone or face-to-face inquiries
- Prepare newsletters
- Develop and maintain social media and marketing communications
- Manage Department Of Transportation program and compliance
- Plan and assist with various events put on by the Schools Office
- This listing is not an exhaustive list of duties. The Interim Superintendent may assign other duties.



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QUALIFICATION REQUIREMENTS:

Required and Preferred Education and Experience:

The desired candidate must have:

- Bachelor's degree in Education, Marketing or Technology
- Must be self-directed and take initiative as needed
- Excellent time management skills and ability to multi-task and prioritize work
- Demonstrated experience in management of social media (Facebook, Twitter, etc.)
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Excel, Word, PDF, and Google

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to humanresources@evdio.org