

**HOLY NAME CHURCH
POSITION ANNOUNCEMENT**

OUTREACH AND DEVELOPMENT COORDINATOR

Holy Name Church, located at 521 Woodland Street in Nashville, is seeking candidates for the position of Outreach and Development Coordinator. This position is part-time, approximately 16 hours/week, on Tuesdays and Thursdays. Work schedule on those days is flexible. This position is responsible for modeling the ideals of Pope Francis through being actively engaged in evangelization by proclaiming God's love to the community of East Nashville; fosters and seeks financial support for the ministries and needs of the parish, enabling the parish to serve its members and the community.

Education and Experience:

- High School Diploma or equivalent.
- Bachelor's degree in marketing or public relations strongly preferred.
- Prior experience in fundraising strongly preferred.
- At least 3 years of experience in community outreach or development.

Other Skills or Requirements:

- Practicing Roman Catholic.
- Knowledge of Catholic social teaching.
- Interest in social ministry and advocacy.
- Knowledge of the community of East Nashville.
- Passion for following the social and evangelistic teachings of Pope Francis.
- Good communication skills, especially listening skills.
- Good interpersonal skills.
- Organizational skills, e.g., time management, delegation, and administration.
- Self-motivated with willingness to work under general direction and supervision.
- Proficiency with computers including internet, email, and MS Office, particularly Word, Excel, and Publisher.
- Financial acumen for record keeping.
- Willingness to submit to and satisfactorily complete a criminal background screening.

Competitive salary based upon qualifications and experience. Please email resume to: Renee Szefcyk at holynamechurchnashville@comcast.net. Full job description may be found at www.holynamenashville.com.

POSTING DATE: 10/2/17

DATE AVAILABLE: 12/1/17