

**Diocese of Sacramento
JOB DESCRIPTION**

DEPARTMENT: Events and Special Projects
POSITION: Assistant Coordinator
CATEGORY: Non-exempt, Full Time, 40 Hours per Week
SUPERVISOR: Events and Special Projects Coordinator

JOB SUMMARY:

Supports the administration and organization needs of multiple offices in the diocese of Sacramento including Events and Special Projects, Youth and Young Adult Ministry, Lay Formation, Respect and Family Life, and Cultural Ministries. Supports events and ministry gatherings with some weekend work required. The ideal candidate is high energy, organized, able to juggle many things at once, a team player, loves the Catholic church, loves to learn new things and meet new people every day and is bilingual.

ESSENTIAL FUNCTIONS:

- Event & Program Planning & Coordination
- Manage online registration forms for all events and programs.
- Manage on-site registration and check-in for events, as approved by supervisor if outside normal business hours.
- Create and provide materials for events and programs as needed, including but not limited to nametags, sign-in sheets, booklets, worship aids, and evaluations.
- Manage billing for events and training by providing invoices and receipts, and handling all payments by cash, check and online.
- Social Media Posting and Scheduling for OYYA and Lay Formation.
- Assist staff in advertising that events and programs
- Administrative Support
- Process certification applications and send certificates
- Manage and maintain database of ministry leaders and formation students for all programs
- Additional tasks as assigned.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma (BA preferred)
- Experience: Experience in event planning, social media and administrative support, bilingual (English and Spanish)

SKILLS/ KNOWLEDGE:

Excellent computer skills, especially with Microsoft Office Suite; familiarity with social media platforms and best practices in utilizing those platforms; marketing and event planning skills; excellent phone skills and organizational skills, ability to communicate effectively in oral and written form in both English and Spanish using correct spelling, grammar and punctuation; demonstrated ability to set priorities, organize work and handle multiple assignments consecutively; able to work in a team-oriented environment, job involves some evening and weekend work.

Employee Signature

Date

Supervisor Signature

Date