

**Job Description**  
**St. Timothy Catholic Church**  
**1730 W. Guadalupe Road**  
**Mesa, Arizona 85202**

**Job Title:** Coordinator of Evangelization  
**Responsible to:** Director of Stewardship & Evangelization  
and Director of Adult Catechesis  
**Hours:** Monday – Friday (40 hours per week. Includes some evenings,  
weekends and holidays as needed.)

**JOB SUMMARY**

In service of the New Evangelization the Coordinator of Evangelization manages all Parish Retreats as well as provides administrative support to the Stewardship office.

**GENERAL RESPONSIBILITIES**

- Work collaboratively and under the direction of the Director of Adult Catechesis to manage all aspects of parish and adult retreats
- Work collaboratively and under the direction of the Director of Adult Catechesis to manage all aspects of Parish Missions and guest speakers
- Work collaboratively and under the direction of the Director of Stewardship and Evangelization on all aspects of Parish Hospitality and Greeters
- Provide administrative support for the Director of Stewardship, including maintaining Parish Data System
- Maintain good public relations with parish and community
- Work cooperatively with St. Timothy staff and volunteers
- Meet assigned deadlines
- Respond to all phone calls and emails in an efficient and appropriate manner
- Attend staff meetings as required
- Assist Safe Environment with reference calls as needed.
- Assistance for parish front desk and back-up as needed
- Adhere to personnel practices and policies of the Diocese of Phoenix and St. Timothy Catholic Church
- Perform any tasks deemed necessary by Parish Manager, Interim Parochial Administrator or his delegate.

**QUALIFICATIONS**

- Practicing Catholic in good standing with the Church
- Strong general knowledge of Catholic faith preferred
- Demonstrate excellent oral/written communication and interpersonal skills
- Professional demeanor and appearance
- Ability to work well with staff and volunteers in a team environment
- Ability to work independently, with minimal supervision and frequent interruptions
- Excellent organizational skills
- Willingness and ability to maintain confidentiality
- Strong working knowledge of Microsoft Office computer applications (Word, Excel, Publisher, PowerPoint, Outlook, Internet Explorer)
- Computer knowledge of Parish Data Systems (PDS), Facility & Church Office Management programs is a plus
- Strong working knowledge of general office machinery (Copier, duplicator, fax, postage meter, folding machine)

- Ability to multi-task
- HS Diploma and 3-5 years equivalent experience
- Ability to bend, lift, push and/or pull up to 50 pounds and reach overhead
- Commitment to St. Timothy Catholic Parish and the Catholic Church by participating in liturgical celebrations, prayer and service, and requested parish events, etc.

**To apply:** Please submit letter of interest and resume to Debbi Mesa, parish manager, at [dmesa@sttimothymesa.org](mailto:dmesa@sttimothymesa.org) or mail to 1730 W. Guadalupe Road, Mesa, AZ 85202.

1/29/19