

# Job Description

<b>DEPARTMENT:</b>	The Passionists of Holy Cross Province, Office of Vocations
<b>POSITION:</b>	Office of Vocations Administrative Coordinator
<b>CLASSIFICATION:</b>	Exempt, Part-Time
<b>REPORTS TO:</b>	Vocation Director/Team
<b>LOCATION:</b>	Sacred Heart Community, Louisville, KY

## **Position Responsibilities and Duties**

1. Respond to vocation phone inquiries.
2. Coordinate the efforts of the Vocation Team to contact potential candidates.
3. Follow through on the paper work requirements for candidates who end up applying to the community to present to the Review Board
4. Keep a file on each candidate and their progress and who is in contact with him and how often.
5. Data entry
6. Travel for two Province paid, four-day meetings per year in the U.S.
7. Other duties as assigned

## **Position Skills and Competencies**

1. Maintain an organized office
2. Fluent in Spanish and English
3. Computer literate
4. Competent in Microsoft Office and Outlook
5. Ability to prepare and send out USPS and email correspondence
6. Maintain a calendar and coordinate the Vocation Team of up to six people
7. Competent in using the internet and online conference call software such as Skype and Zoom
8. Be a practicing Catholic
9. Ability to work in a team environment
10. Ability to adapt to various situations
11. Good verbal and written communication skills
12. Be proactive as to the needs of the Vocation Team and candidates.

## **Position Salary**

\$20 per hour, 15 hours per week. Not eligible for fringe benefits. Days and times to be determined in consultation with Vocation Team Coordinator.

*Vocation Ministry is a grace that is always needed and present among our Passionist ministries and in our Church. As a Passionist Family, we are called to celebrate this grace by inviting young men to consider to minister with us as Passionist priests and brothers. We are establishing a Province Vocation Ministry Team whose mission is to infuse our present ministries and Passionist Family with opportunities for the words of Jesus to be proclaimed and heard: "Come and See."*

*All are summoned to be a part of this Passionist "culture of vocations."*