

Our Lady of the Rosary Parish

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Fairfield NSW 2165
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Position Description

Events and Marketing Coordinator (Evangelisation) Our Lady of the Rosary Parish, Fairfield

Reporting to: Parish Priest/Administrator, Our Lady of the Rosary (OLR) Parish, Fairfield

The Parish: At Our Lady of the Rosary we celebrate all that we are today as a Parish community of diverse cultures with one common faith in Jesus Christ celebrated in the Eucharist. As people of faith, we open ourselves to the Holy Spirit who guides us so that Christ may establish his Kingdom in and through us, joining our pioneers of the past who helped build our Catholic Community in Fairfield. We commit to the many and varied spiritual and pastoral needs of people of all ages and walks of life who come in contact with the Parish.

The Position: The primary purpose of this **full-time position (37.5 hrs per week)** is to assist the Parish Clergy, Staff and Volunteers to **Evangelise** and **build up the Parish Faith-Community**. This involves supporting the ministry of the clergy to form disciples of Jesus by coordinating faith-formation and outreach events; providing a range of administration, communication, and regulatory compliance services; and contributing cooperatively and collaboratively with the OLR Parish Office team, Parish Community, Visiting Clergy and Others. In so doing, the Events and Marketing Coordinator assists OLR Parish in its mission of pastoral outreach.

Responsibilities: The Events and Marketing Coordinator is responsible for assisting the Parish Priest/Administrator under the direction of the Business Manager by fulfilling the following tasks:

Coordinating Events & Marketing

- Coordinate events, such as talks, retreats, fun social events, social justice and outreach events. Such coordination includes working collaboratively to prepare venues, shopping for food and drinks, book gifted speakers, prepare liturgies, timetables, and other retreat logistics
- Coordinate fundraising events to assist fund OLR Parish's repairs and maintenance and pastoral programs
- Phone, mail, and email correspondence relating to events coordination
- Delegate secretarial works and other tasks to the Parish Office Assistant and to the volunteers who assist with the Parish's events
- Give direction to volunteers who assist you run the events you coordinate
- Coordinate volunteers to be ushers at each Sunday Mass who: make newcomers feel welcome; and promote the Parish's events by disseminating flyers
- Ensuring no double bookings are made in the Parish Calendar by booking the date, time and place in the calendar as soon details come to hand and making routine checks of the Parish Calendar in Microsoft Outlook

- Design flyers, posters, and other promotional material, including material for the Parish's website and Facebook page, school newsletters, and local newspapers
- Draft promotional messages for the Parish Bulletin regarding upcoming Parish events
- Film promotional and catechetical videos for the Parish's website and Facebook page
- Design flyers for letter-box drops and coordinate volunteers to deliver them
- Promote the Parish's events in the nearby Catholic and State schools
- Liaise with the parishioners engaged in the Media Ministry in order to publish notices for the Notice Board, PowerPoint presentations in the church, and other messages
- Liaise with Catholic Communications so that opportunities to promote Parish events can be broadcast throughout the Archdiocese

Evangelisation

- Identify opportunities to help raise awareness of the sanctity of Marriage and the dignity of human life by liaising and collaborating with the Archdiocese of Sydney's Life, Marriage and Family Centre
- Identify opportunities to help raise awareness about social justice and outreach by liaising with the Archdiocese of Sydney's Justice & Peace Office; CatholicCare; Anti-Slavery Taskforce and other agencies and communities who can assist with outreach and evangelisation
- Liaise with Archdiocese's Parish Renewal Team to gain ideas on how faith-renewal events can be coordinated, including running a Parish Mission, engaging in street evangelisation, etc.
- Liaise with Archdiocese's Sydney Catholic Youth and OLR Parish Youth Team Leaders to run faith-formation, fun social and outreach events to support the youth and young adults of the Parish to encounter Christ and form intentional disciples

Community Engagement

- Identify opportunities to outreach to the poor and vulnerable in the local Fairfield Community
- Support and assist the OLR Youth Group with running events by assisting with shopping, marketing, communication and other tasks as required
- Engage and support the various communities and groups in the OLR parish bring about a sense of spiritual renewal and growth and encourage members in their God-given gifts and talents to build up the Body of the Church in its mission of evangelisation
- Engage the Before/After School Care and Montessori Childcare in the mission of the parish to form disciples by coordinating visits and help build relationships within the parish community

Administration

- Assist the Secretary/Office Assistant proof-read the final draft of the Parish Bulletin
- Maintain paperwork record of events and volunteers register
- Prepare the Parish monthly newsletter and SRE quarterly newsletter
- Create and maintain Software Subscriptions required for events
- Oversee the cleanliness of the Parish's meeting rooms and stock up tea/coffee, etc. and provide a report to the Business Manager regarding any damages, missing items, etc.
- Inform the Parish Assistant regarding the required stationery supplies and equipment
- Provide an induction on how to use the audio-visual system in the meeting rooms for people who have booked to use
- Alert the Business Manager to issues and problems as they arise

Regulatory Compliance

- Apply knowledge of the WHS Act to the relevant events undertaken in OLR Parish; maintain records; and be familiar with the Archdiocesan Parish WHS system in order to maintain a high level of compliance
- Monitor and pro-actively assist the Parish Safeguarding Officers with regulatory compliance in relation to:
 - (1) Working With Children Check (WWCC) legislation; and
 - (2) maintain all records
- Ensure that the policies and practices of the Parish and of the Archdiocese of Sydney are implemented and maintained
- Assist in identifying, analysing, assessing, monitoring, documenting, and reporting risks.
- Promote risk management practices and ensure appropriate and effective administrative systems are established and followed by staff and volunteers
- Work with OLR Parish and Archdiocesan authorities, together with Catholic and State Schools, in the implementation of Child Protection requirements

Supplementary Duties

- The Business Manager may request assistance with other duties as required.

Inter-Relationships

The Events and Marketing Coordinator interacts with the following internal and external groups where present:

- Parish Priest and other clergy assisting him in OLR Parish
- OLR Parish Business Manager, Secretary, Office Assistant, Youth/Young Adult Leaders, Housekeeper, and Cleaners
- Visiting clergy
- Clergy within the Southwest Deanery

- Members of OLR Parish Finance Committee and Pastoral Council
- Parish groups and communities, volunteers, visitors and parishioners in general
- Archdiocese's Sydney Centre for Evangelisation, and agencies
- Nearby Catholic and State schools
- Maintenance people, contractors, and suppliers
- Other personnel of OLR Parish, as required

Knowledge, Experience & Qualifications

The Events and Marketing Coordinator will ideally have the following knowledge, experience and qualifications:

- A year experience in a similar role or in a role encompassing the key areas of competency for this position
- Tertiary qualifications in an area that is relevant to this role
- Experience in one or more of the following areas: events coordination, executive administrative assistance, communications, videography, and graphic design
- Understanding of the Catholic Church, its mission and its unique challenges and opportunities
- Experience in dealing with people
- Excellent written and verbal communication skills with the ability to build and maintain effective internal/external relationships
- Working knowledge of Microsoft Office suite, i.e., Word, Excel, PowerPoint, Publisher, and Outlook
- Proficiency in Adobe (Photoshop, InDesign and Illustrator)
- Demonstrated commitment to service

Attributes

The Events and Marketing Coordinator will demonstrate the following attributes:

- Demonstrated commitment to the ethos and values of the Catholic Church
- Professional manner and presentation
- Ability to build working relationships with people who come in contact with this role
- Demonstrated ability to gain co-operation and assistance from team members and people with whom they are in contact in the performance of their duties
- An attitude of inclusiveness and welcome with ability to work co-operatively and collaboratively in team work
- Honest, trustworthy and strong work ethic, together with initiative and creativity
- High level of people skills to communicate effectively on all levels
- Sound time-management skills and ability to prioritise
- Attention to detail, quality and accuracy, and a well ordered approach to work
- Awareness of and a commitment to service
- Ability to act with discretion and to maintain complete confidentiality
- Excellent organisational, managerial and problem-solving skills
- Ability to work autonomously and with minimal supervision
- Proactive approach, ability to multitask and work quickly and efficiently
- Ability to work under pressure to meet deadlines

Employment conditions

Performance Management

The performance of the Events and Marketing Coordinator will be appraised annually having regard to:

- a) the performance on the key responsibilities and attributes for this role
- b) service levels and the level of satisfaction expressed by key stakeholders
- c) the ability to develop and maintain relationships with OLR Parish staff and parishioners, Catholic Schools, Archdiocesan personnel and agencies, and external bodies

Remuneration

Agreed salary and conditions will be offered commensurate with relevant experience, qualifications, and level of responsibility

Other relevant information

The Events and Marketing Coordinator must:

- Have a current driver's licence and own motor vehicle
- Take reasonable action to become familiar with Archdiocesan policies and procedures
- Availability to work on some weekends (under Time Off in Lieu)
- Take responsibility for personal safety and the wellbeing of other employees, clients, contractors and other visitors to OLR Parish

Applicants for this position must be legally entitled to work in Australia. Applicants invited for interview will be required to provide evidence of this entitlement at the time of interview. Acceptable evidence includes an Australian or New Zealand passport, birth certificate, or foreign passport with relevant visa.