



Job Title: First Steps Coordinator

Direct Support: Engagement Coordinator & Director of Mission

Employment Type: Part-Time (Flexible-Hybrid), some evenings and weekends

About the Role:

Our Mission at St. Peter Chanel is to *Invite, Encounter, Equip, and Send* in order to see the world around us to become *Fully Alive, Rooted in Christ, Reflecting His Love and Mercy*. We are seeking a dynamic and organized *First Steps Coordinator* to join our Outreach team, helping us to focus on *Invite* and *Encounter* parts of our Mission. God is calling us to open our doors, invite new people in and encourage those here to dive deeper into their faith. This position, supported by the Engagement Coordinator and in collaboration with the Next Steps Coordinator, aims to be a door holder to our parish, helping people take their first steps into discipleship.

Key Responsibilities:

- Support God’s people taking their “first steps” toward becoming missionary-disciples.
- Planning, coordinating, hosting, or supporting initiatives that support engagement.
 - Such as, but not limited to:
 - Welcome Center & New Parishioner Events
 - Marriage Ministry Opportunities
 - Sports Ministry Point of Contact
 - Supporting Rescue Project, Alpha, Small Groups
 - Supporting local community awareness-building opportunities
- Build and support volunteers who assist with “First Steps” related initiatives
- Works with “Next Steps Coordinator” encouraging people to grow in their discipleship
- Manage multiple projects simultaneously, ensuring timely and effective execution.
- Collaborate with clergy, staff and volunteers to promote a welcoming community.

Qualifications:

- Lives an active, Catholic life in full communion with the Roman Catholic Church.
- Loves making people feel welcomed and part of a bigger community.
- Gets satisfaction and energy serving and supporting a volunteer team to success.
- Has a flexible approach to working in an energetic, fast paced environment.
- Exceptional organizational skills
- Excellent communication skills to engage with diverse groups effectively.
- Self-motivated and adaptable, with a passion for ministry and community building.

How to Apply:

Please send resume, cover letter to Rob Montepare, Director of Mission, Rob@stpeterchanel.org.

