

JOB DESCRIPTION

St. Patrick Catholic Community
10815 North 84th Street
Scottsdale, AZ 85260

TITLE: COORDINATOR OF FACILITIES SCHEDULING & WEBSITE

POSITION REPORTS TO: DIRECTOR OF PASTORAL ACTIVITIES

HOURS: FULL TIME NON-EXEMPT: 40 HOURS WEEKLY

PURPOSE AND SCOPE:

Under the direction of the Director of Pastoral Activities, this position is responsible for all master calendar scheduling and reporting as well as all website management.

DUTIES OF THE JOB - Scheduling:

- Schedule events on master calendar. Collect event requests from internal ministries and external groups requesting meeting space. Review needs and determine availability. Schedule facilities and process request forms.
- Upload master calendar to website on a regular basis.
- Generate confirmations and distribute to requestor, maintenance staff, and A/V tech when A/V is required.
- Run detailed daily reports for Maintenance staff including specific setups with event needs.
- Provide month in advance calendar to Pastoral Team. Distribute monthly Wedding/Rehearsal report to Wedding Coordinators, Pastor, Director of Pastoral Activities and Director of Music.
- Create custom calendars and facility usage reports upon request.
- Work collaboratively with Coordinator of Communication and Social Media on projects and coordination of events as needed.

DUTIES OF THE JOB – Website:

- Plan, implement, manage, monitor and upgrade the website.
- Respond to and troubleshoot all website issues
- Identify and respond to all website security breaches.
- Ensure that the website is protected by enabling the appropriate security measures.
- Update HTML, CSS and JavaScript regularly.
- Conduct content audits to eliminate redundant and/or duplicate information.
- Create appropriate website content aligned with St. Patrick vision.
- Ensure website quality and efficiency by conducting regular test plans.
- Improve and maintain the User Experience of the website regularly.

- Collaborate with all staff and management to ensure that the website aligns with brand strategy and meets St. Patrick standards.
- Create strategies to grow subscriber base and web traffic metrics.
- Ensure full compliance on the website with all laws and regulations.
- Collaborate with Coordinator of Parish Records to maintain accurate integration with the church management system, Rock RMS.
- Keep up to date with industry best practices.
- Performs any other position-related tasks as deemed necessary and/or assigned by the Director of Pastoral Activities or Pastor.

JOB SPECIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A degree in computer science, IT, systems engineering, or related qualification preferred.
- 2 years work experience as a website manager.
- Knowledge of Adobe suite and Content Management Systems.
- Highly proficient in HTML, XHTML, CSS design, SQL and JavaScript. Knowledge of Rock RMS and Lava/Liquid helpful
- Great understanding of SEO.
- Ability to troubleshoot website issues in a fast-paced environment.
- Strong attention to detail with an analytical mind and outstanding problem-solving skills.
- Excellent content creation and writing skills.
- Fantastic time management skills with the ability to multi-task.
- Complete and maintain Diocesan Safe Environment Training as required by the Diocese
- The hiring of an employee does not create a contractual relationship between the employee and the employer, except those employees who have a valid, written individual employment contract, or Ministry Agreement signed by the proper hiring authority of the employer, for a specified, fixed term of employment. The employer-employee relationship is known technically as “employment at will” where either the employee or the employer can terminate the employment relationship at any time for any reason. This relationship implies no guaranteed or contractual obligation.