

## **COORDINATOR OF FACILITIES SCHEDULING & WEBSITE - FULL TIME**

*St. Patrick Catholic Community, Scottsdale*

St. Patrick Catholic Community is seeking an energetic and qualified individual to fill the full time position of Coordinator of Facilities Scheduling and Website.

**Essential Job Function:** Under direction of the Director of Pastoral Activities, coordinates all scheduling and reporting for the master calendar as well as all website management.

**Duties and responsibilities:** Schedules all events for the master calendar (from both internal and external requests); Communicates regularly with staff, providing detailed daily reports; Plans, implements, manages, monitors and upgrades the website; Creates appropriate website content; ensures website quality; improves and maintains the UI of the website; collaborates regularly with staff to ensure website is up to date.

**Knowledge, Skills and Abilities Required:** Degree in computer science, IT, systems engineering or related qualification preferred; 2 years work experience as website manager; Knowledge of Adobe suite and content management systems; Proficient in HTML, XHTML, CSS design, SWL and JavaScript; Knowledge of Rock RMS and Lava/Liquid helpful; Excellent content creation and writing skills.

This position is Full-time and offers full benefits including Health, Dental and Life Insurance, Retirement Savings Plan (with match), Pension Plan (5 years vested), Vacation, Holiday and Sick Pay. Compensation is commensurate with diocesan pay levels.

**A complete job description is available at [www.stpatcc.org](http://www.stpatcc.org) under the tab Meet Us/ Current Job Openings. To apply, please send resume and cover letter to [resumes@stpatcc.org](mailto:resumes@stpatcc.org) .**