



SAINT PAUL STREET EVANGELIZATION

Position Description

Parish School of Evangelization Coordinator

POSITION SUMMARY:

The Parish School of Evangelization Coordinator is responsible for marketing, expanding, and operating the St. Paul Street Evangelization Parish School of Evangelization at multiple locations throughout the United States under the supervision of the Chief Operating Officer. The coordinator will spend 1/3rd of their time working to secure parish locations for the school and competent teachers for those locations; 1/3rd of their time marketing the school; and 1/3rd of their time doing administrative work. This position is being created for a field test to expand our schools. It is a one year temporary position unless the field test is successful, in which case it will become a permanent position.

POSITION DETAILS:

- Full-time position
- Position Location: Warren, MI
- Direct supervisor: Adam Janke, Chief Operating Officer
- Salary with benefits

QUALIFICATIONS:

- Bachelor's degree or relevant experience in any related field, including marketing, theology, development, or education preferred.
- Must embrace the mission of St. Paul Street Evangelization.
- Disciple of Jesus and Catholic in good standing with some experience in evangelization.
- Excellent writing and editing skills.
- Be organized and exhibit "follow-through" on tasks and goals. Keep to tight deadlines.
- Strong interpersonal skills.
- Proficient in Microsoft Office software, and Google Drive tools.
- Basic knowledge of Catholic theology is preferred.

JOB RESPONSIBILITIES:

- Understand our voice as an apostolate and become familiar with the work we do, including spending time on the street with our teams.
- Establish best marketing practices for the onsite school with the marketing team and create related marketing materials.

The St. Paul Evangelization Institute
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- Schedule meetings with local pastors and their teams in the Archdiocese of Detroit and the Diocese of Lansing to pitch the Parish School of Evangelization and secure locations.
- Work with local parishes and dioceses, as well as our own database, to find, interview, and hire teachers for the various locations.
- Lead efforts with the marketing team to market the schools and recruit students.
- Help run new teacher orientation and training.
- Help run regular teacher meetings.
- Occasionally help with curriculum reviews.
- Take care of administrative work related to the school including student registration, billing, paying invoices, marketing, answering phones and emails related to the school, and working with teachers. Maintaining records related to attendance, testimonies, and homework.

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