

PARISH OPERATIONS MANAGER

St. Thomas the Apostle Catholic Community, Newton, offers a salaried, full-time benefits eligible position seeking a person with the skills to fulfill parish administrative needs in areas of day-to-day relationships with stewardship, mission and community-building events, volunteers, Lo-sec, human resources, communications, purchasing, information technology, and facilities management for the parish. This position serves as a liaison, resource and support for the Pastoral Discipleship Team, Finance Council and Cemetery Manager. Qualifications include people-centered focus, balanced with the ability to complete multiple projects/ tasks as required, and a love for the people of St. Thomas the Apostle and our Local Church of the Diocese of Green Bay. English/Spanish a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with the Diocese of Green Bay regarding administering workers compensation, insurances, retirement and administering background checks as Lo-sec Coordinator.
- Work with the Maintenance/Buildings and Grounds personnel to ensure the landscaping and buildings remain in good condition. Ensure the boilers, plumbing and fire systems, internet and communication systems are functioning properly.
- Serves as a liaison and resource for Vanco, on-line giving.
- Assists the Cemetery Manager to ensure diocesan/state compliance.
- Purchases products and services as needed.
- Assists Fundraising Chair to coordinate all fundraising activities
- Recruits and coordinates parish volunteers and conducts background checks.
- Assists Pastoral/Finance Council to develop policies and procedures that comply with local, state, federal law and with policies of the Diocese of Green Bay.
- Administer special projects as identified/developed by the Pastoral Council.

QUALIFICATIONS AND REQUIRED SKILLS:

- People-centered focus balanced with the ability to complete multiple projects/ tasks
- Living consistent with being a disciple of Jesus, dedicated to Gospel values and living a life of prayer and service, participating in the life of the local Church.
- Proven management and servant leadership skills.
- Excellent Organizational skills.
- Ability to work independently and be part of a team.
- Excellent verbal and written communication skills.
- Associate degree in accounting, management or comparable experience.
- Experience in Microsoft Office, QuickBooks, payroll, and other management software.

TO APPLY: Please send resume and references to:

Email: david.beaudry.82@gmail.com

Mail: St. Thomas the Apostle Catholic Community

Attn. Human Resources

8100 Brunner Road Newton WI 53063