

St. Brigid of Kildare Catholic Church
Parish Scheduling Coordinator

St. Brigid of Kildare Church, located at 7179 Avery Rd in Dublin, is seeking a Scheduling Coordinator to manage the facility use and volunteer needs of the parish. This is a full-time position, M-Th 8:30-4:00 and F 8:30-12:00. Health and savings benefits are included.

Position Overview:

The Scheduling Coordinator is responsible for researching and implementing a reliable and comprehensive facility scheduling system for the entire campus. The Scheduling Coordinator will schedule all church ministry volunteers with a possible expansion of scheduling other volunteers for selected ministries. Scheduling includes communication with all support staff so that the facilities are ready for use for every event. This person will report directly to the Parish Office Manager and will be an integral part of the parish and school communities.

Specific Job Responsibilities:

- Assume responsibilities of current parish ministry scheduler for church ministries (lectors, readers, ushers, etc.). Create, distribute and manage schedules on a quarterly basis.
- Research and implement the best facility scheduling program to allow room-specific scheduling, including technology and access needs of the requesting party. The resulting calendar should be readily accessible for viewing for users and staff.
- Manage all space requests, ensuring users are properly authorized, and user needs are properly communicated to support staff.
- Manage electronic door access for users for scheduled time slots.
- Ensure security personnel is scheduled as needed for evenings, weekends and special events.
- Additional tasks and responsibilities assigned to ensure full-time status, including modernizing processes and increased use of technology.

Position Requirements:

The ideal candidate has experience with Microsoft Office, great communication and organizational skills, a strong work ethic and team player, and will see tasks through to completion.

How to Apply:

Interested candidates should submit their resume, cover letter and salary requirements to Karen Cremeans, at kcremeans@stbrigidofkildare.org.