

## **St. James – Sts. Peter & Paul**

### **Chief of Parish Operations**

**REPORTS TO:** Pastor/Administrator

**SUPERVISES:** Parish & Linked Staff, Coordinate with School Principals

**POSITION:** Fulltime

#### **I. GENERAL RESPONSIBILITIES**

1. Be a Catholic in good standing with the Church and a person striving to live the values of Christian servant leadership.
2. Work closely with the Pastor/Administrator, Office Managers and Parish Finance Officer to assure their business requirements are implemented.
3. Work closely with linked parish staff.
4. Works closely with the School Principals to manage the operation of the schools.
5. Work with Parish Council, Finance Committee and other committees/councils to assure meetings are organized and efficient. Oversee Office Managers in assembling meeting agenda's and other information, such as quotes for projects and managing projects.

#### **II. DUTIES AND RESPONSIBILITIES**

1. Oversee the operations of both parishes.
2. In conjunction with the Pastor/Administrator and Parish Finance Officer review and approve annual budget.
3. Oversee and provide proper appropriate tools, information, and support to Pastor/Administrator, Principals and Staff, so that they may be effective parish leaders.
4. Oversee Parish Finance Officer and Office Managers to assure that financial activities are using due diligence and following proper cash management guidelines.
5. In conjunction with the Pastor/Administrator, Parish Finance Officer, Parish Council and Finance Committee, oversee short and long term planning for the parishes and schools.

6. In consultation with the Pastor/Administrator, manage all Human Resources issues concerning parish and school personnel. This includes management of the recruiting and hiring process.
7. In consultation with the Pastor/Administrator, manage all legal and business issues for the parishes when they arise.
8. Coordinates functions and communications with the Diocese of Evansville staff when necessary.

### **III. CONTINUING EDUCATION**

The Chief of Parish Operations shall continue his/her education through attendance at appropriate seminars and courses.

### **IV. QUALIFICATIONS**

1. Strong commitment to the Catholic faith and the mission of the Catholic Church.
2. Experience in Operations, Business Administration, Accounting, Engineering.
3. Have at least five years of experience in some type of leadership role in a business or operation environment.
4. Knowledge of financial accounting systems and operations.
5. Conflict resolution skills.
6. Proficient oral and written communication skills.
7. Organizational and management skills.
8. Proficient in computer local area networks and various spreadsheet, accounting and word processing applications.
9. Work as a team member; cultivate and maintain effective working relationships with staff and parishioners.
10. Positive attitude in the face of setbacks and challenges.

**To apply for this position send resume to Joe Hopf at [chopf@evdio.org](mailto:chopf@evdio.org)**