

Vincentian Marian Youth SEMO Assistant Coordinator Job Description

Assistant Coordinator is under the guidance and supervision of the voting members of the VMY SEMO Board of Directors. Assistant Coordinator will report directly to the Board at its monthly meeting.

Duties/Responsibilities

- Administratively support the development and implementation of youth programming with the VMY Coordinator, including but not limited to:
 - Annual Weeklong Mission Trip (Operation Overhaul)
 - Monthly Encounter including Mass, Faith Alive, and Cram n Jam
 - Other programming as determined.
- General office duties are, but not limited to:
 - Receive, answer, and distribute mail/email and other correspondences.
 - Maintaining website, Facebook and other social media sites.
 - VMY Compass and local church bulletins (via parish facilitators)
 - Creating flyers, emails, and other forms of communication in support of programs and events.
 - Creating, maintaining, and filing all necessary paperwork for all activities including schedules, permission forms, receipts, presentations, funds, etc.
 - Getting all bills and /or receipts to Board treasurer in a timely manner.
- Review office duties and functions making improvements and recommendations as needed.
- Transition into keeping the VMY accounting documents and preparing financial reports.
- Assist in fund-raising activities and grant writing
- Support and maintain relationships with area youth ministers, parish priests, parish facilitators, youth, parents, volunteers, International and National Vincentian Marian Youth as well as the Vincentian Family members.
- Attend events when the Coordinator is not available or multiple people are required to support the program. Attending Operation Overhaul is required.
- Perform other duties as required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this position, the employee is required to walk, stand, reach with hands and arms; talk and hear. Sitting 70%; standing/walking 30%. Occasionally lift and or move up to 20 pounds and 40 pounds rarely.

Skill/ Knowledge/ Ability/ Experience:

- Must be faithful to the Catholic Church and her teachings.
- Event planning and coordinating experience, including budgeting preferred.
- Previous administrative experience required.
- One (1) to Three (3) years of administrative experience is preferred.
- Knowledge of general accounting principles preferred. Quick Book experience preferred.
- Computer skills including Microsoft Windows based programs and social media sites are required.
- Exceptional attention to detail is required.
- Requires a strong ability to multi-task and flexibility to learn and accept other duties.
- Requires effective time management skills, personal conduct, and change management abilities.
- Must have a positive attitude and cooperate and interact with a diverse group including youth, priest, parents, volunteers, board members, and supporters.
- Excellent organization and planning skills.
- Must be responsible and reliable.
- Excellent communication skills; both oral and written are required.
- Maintain the stability and reputation of the organization by complying with all legal requirements, including Protecting God's Children.