



St. Mary's Catholic Campus Ministry
at Stephen F. Austin State University



Saint Mary's is Now Hiring!

Available positions:

- Media Intern
- Event Intern
- Event Director
- Media Director
- Facilities Intern (Sacred Heart)
- Media Intern (Sacred Heart)
- Administrative Intern (Sacred Heart)

Please see Job descriptions below!

If interested in a director position, please email your resume and cover letter to shoey@catholicnac.org by April 8th.

If interested in an intern position, please email your resume and cover letter to shoey@catholicnac.org by April 15th.



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POSITION DESCRIPTION

Title: Media Team Intern - Webmaster, Graphic Design and Text

Primary Purpose

The primary purpose of the Media Team is to maintain the website, create promotional items, create videos, design newsletters, take pictures, help create and run social media, and advertise for St. Mary's Catholic Campus Ministry.

For the Spring of 2020 Semester, we are hiring for a position to fill the following roles:

Webmaster

- The Webmaster manages the St. Mary's website.
- The expectations of the Webmaster are:
 - a. Update design of website as needed
 - b. Coordinate with staff and leadership to make sure information is current and accurate
 - c. Upload videos and any other applicable content
 - d. Track website statistics (ex. usage)
 - e. Anything else to ensure the website is up-to-date, user friendly, functioning, and relevant

Graphic Design

- Design graphics for use to promote and attract students to events.
- Typical uses of the graphics are the following but not limited to:
 - a. Placement in the bulletin
 - b. Use on social media
 - c. Included in the events videos
 - d. Printed off for barehanding and flyers.

Text - Flocknote

- Send out reminder texts to St. Mary's community using flocknote.
- Set these for future events if necessary.

General

1. Attend leadership team meetings every two weeks.
2. Attend Upper Room events
3. Attend a weekly Media Team Meeting

Qualifications for Media Intern

- Strong Catholic Missionary Disciple
- Proficiency with the medium for which the candidate is applying
- Creativity in advertising and marketing events to new and existing students



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Primary Relationships

The Media Intern will report directly to the Media Team Director, and is ultimately responsible to the Campus Minister. He/She will be expected to consult often and collaborate with staff, FOCUS Missionaries, interns, leaders, and others associated with St. Mary's.



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POSITION DESCRIPTION

Title: Event Team Intern

Primary Purpose

The purpose of the Events Team is to assist in the creation, organization, advertisement, and execution of programs and events.

Primary Responsibilities

1. Help develop, organize, plan, and execute events and programs of St. Mary's CCM as assigned by and in coordination with the Event Team Director.
2. Lead 3+ non-repeating events per semester.
3. Complete an Event Planning Document within 2 weeks of the beginning of the semester for each event you are assigned.
4. Ensure good communication with events team, media team and leadership.
5. Coordinate appropriate advertisement of events with the Media Team.
6. Coordinate efforts with staff, student leaders/organizations, and volunteers.
7. Provide feedback on and suggest improvements for St. Mary's CCM events.
8. Perform additional duties as assigned/needed.
9. Help prepare the food for Ignite weekly.

General

1. Attend Leadership Planning Workshop/Day
2. Attend monthly Leadership Team meetings
3. Attend monthly Upper Rooms
4. Attend annual Leadership Workshop/Retreat

Qualifications

- Strong Catholic Faith and evangelical zeal
- Servant leadership qualities
- Experience planning and leading events preferred

Primary Relationships

Event Team Interns report directly to the Event Team Director and is ultimately responsible to the Chaplain. Event Interns will collaborate with and interact frequently with other interns, FOCUS Missionaries, students, and volunteers.



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POSITION DESCRIPTION

Title: Media Team Director

Primary Purpose

The primary purpose of the Media Team Director is to oversee and assist the media interns in the execution of the media plan for St. Mary's.

Primary Responsibilities

- Fulfill one or more of the Media Intern roles
- The Media Team Director coordinates the Media Team and ensures that all functions of the Media Team are being fulfilled on time and in a high quality manner
- Create a multifaceted advertising and media plan for all St. Mary's events
- Coordinate the execution of the advertising plan
- Lead weekly Media Intern Team meetings
- Communicate and collaborate with the Event Team Director

General

1. Attend annual Leadership Planning Workshop and Day
2. Attend monthly Leadership Team Meetings
3. Attend weekly Directors' Meetings
4. Attend monthly Upper Room
5. Attend annual Leadership Workshop/Retreat

Qualifications

- Served at least 2 semesters as a Media Intern for St. Mary's or have significant similar experience
- Excellent communication skills
- Proficient in social media including Facebook, Instagram, Snapchat and Mass email systems
- Experience in leadership
- Strong Catholic Faith

Primary Relationships

The Media Team Director will report directly to the Chaplain. He/She must collaborate and maintain a good relationship with staff, FOCUS Missionaries, interns, leaders, and others associated with St. Mary's.



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POSITION DESCRIPTION

Title: Event Team Director

Primary Purpose

The purpose of the Event Team Director is to coordinate the Events team, host and take ownership of Ignite, and ensure excellence in the events at St. Mary's.

Primary Responsibilities

1. Event Team Intern Roles:
 - a. Help develop, organize, plan, and execute events and programs of St. Mary's CCM.
 - b. Lead 3+ non-repeating events per semester.
 - c. Complete an Event Planning Document within 2 weeks of the beginning of the semester for each event you are assigned.
 - d. Ensure good communication with events team, media team and leadership.
 - e. Coordinate appropriate advertisement of events with the Media Team.
 - f. Coordinate efforts with staff, student leaders/organizations, and volunteers.
 - g. Provide feedback on and suggest improvements for St. Mary's CCM events.
 - h. Perform additional duties as assigned/needed.
 - i. Help prepare the food for Ignite weekly.
2. Director:
 - a. During Ignite, the Event Team Director will host, MC, coordinate, schedule and execute Ignite.
 - i. This requires the food to be delegated to the other interns, or lining up volunteers to serve the food.
 - b. Coach interns in building and leading teams of volunteers who are committed to excellent events.
 - c. Support Event Interns and other volunteers to develop, organize, plan, and execute events and programs of St. Mary's CCM.
 - d. Ensure the Event Documents are complete and turned in on time.
 - e. Ensure good communication and coordination with events team, media team, FOCUS and leadership.
 - f. Support in the coordination of appropriate advertisement of events with the Media Team and Administrative Interns.
 - g. Provide feedback on and suggest improvements for St. Mary's CCM events.
 - h. Communicate and collaborate with the Media Team Director
3. Perform additional duties as assigned/needed.

General

1. Attend annual Leadership Planning Workshop and Day
2. Attend monthly Leadership Team Meetings
3. Attend weekly Directors' Meetings
4. Attend monthly Upper Room
5. Attend annual Leadership Workshop/Retreat



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Qualifications

- Strong Catholic Faith and evangelical zeal
- Servant leadership qualities
- Experience planning and leading events
- At least two semesters as an Event Team Intern or significant similar experience
- Dynamic Public Speaking Skills.

Primary Relationships

Events Director reports directly to the Chaplain. The Events Team Director manages Student Event Interns and collaborates and coordinates with other Interns, FOCUS Missionaries, students, and volunteers.



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Position Description

Title: CN Maintenance/Facilities Assistant (Sacred Heart)

Type: Non-Exempt - Part time

Primary Purpose

The primary purpose of the CN Maintenance/Facilities Assistant is to ensure that the church property and buildings are secure and maintained at Sacred Heart Parish, St. Mary's Catholic Campus Ministry, Our Lady of Guadalupe, Immaculate Conception, and Our Lady of Lourdes (Catholic Nacogdoches) and to assist in the cleaning, maintenance, repairs and groundskeeping.

Primary Responsibilities

Cleaning

The Maintenance/Facilities Assistant is responsible for ensuring all of the facilities of Catholic Nacogdoches are clean and neat.

1. Communicate on a regular basis with the janitorial personnel. Ensuring that the campus maintains a clean and neat appearance.
2. Regularly scheduled cleaning will be handled by a contracted janitorial crew or volunteers. If this is not being maintained, then the responsibility falls back on the CN Maintenance/Facilities Assistant.
3. Extraordinary and deep cleaning will be executed or contracted out by the CN Maintenance/Facilities Assistant with approval from the Business Manager.

Facilities Maintenance

The CN Maintenance/Facilities Assistant is responsible to open and close the facilities of Sacred Heart, report any repairs or issues, and carry out or direct the repairs under the direction of the Business Manager.

1. Walk through facilities in the morning and evening, opening and closing the facilities, and checking for needed repairs or maintenance.
2. Carry out repairs on campus, and help oversee outside contractors as they perform work on the facilities.
3. Assist Art and Environment Coordinator in preparing the churches for the different liturgical seasons and feasts.
4. Perform daily, monthly, semi-annual, and yearly maintenance tasks and projects as directed by the Business Manager and in accordance with maintenance schedules.
5. Secure all tools, equipment, or supplies after completion of tasks.
6. Maintain all parish storage areas in a neat and orderly fashion.
7. Set up and take down before and after parish events under the direction of the Business Manager.

Inventory



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The CN Maintenance/Facilities Assistant is responsible for maintaining the inventory for cleaning, liturgy, and parish events.

1. Maintain an approved supply of items necessary for tasks (i.e. tools, hardware, cleaning and event supplies).
2. Order necessary supplies according to the budget for Plant Operations and Maintenance.
3. Maintain and check weekly the Liturgical Inventories for all campuses.

Other

1. Fulfill cleaning, repair, and general labor tasks as necessary.
2. Maintain registry and functioning of the vehicles and trailers of the parish.
3. Assist in the needs of the Parish and adapt as changes are needed.

Primary Relationships

The CN Maintenance/Facilities Assistant reports directly to the Business Manager, and is ultimately responsible to the Pastor. The CN Maintenance/Facilities Assistant must also maintain good relations with all other staff, parishioners and volunteers.

Qualifications:

- Understanding of maintenance and groundskeeping.
- Ability to prioritize work and effectively communicate with others.
- Knowledgeable use of tools and willingness to learn new trades on the job.
- Good work ethic and ability to be flexible in job function from day to day.
- Valid driver's license and Insurance.
- Bilingual preferred



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Position Description

Title: Office Administrator (Sacred Heart)

Type: Non-Exempt

Primary Purpose

The primary purpose of the Office Administrator is to assist the Pastor and Business Manager in office and administrative matters for Sacred Heart and Our Lady of Guadalupe.

Primary Responsibilities

Communications and Visitor Reception

The Office Administrator is responsible for ensuring that all communications are received and forwarded to the appropriate staff, that all calls are answered with appropriate action, and that all visitors are welcomed.

1. Receive, greet and assist visitors to the parish office.
2. Assist visitors in filling out forms and/or other administration-related requests.
3. Maintain set office hours for the parish and find suitable replacements when unavailable.
4. Assist the volunteers to cover the front desk when out and maintain the Front Office Manual.
5. If you cannot make your scheduled time, communicate with the team to cover the shift and notify the Business Manager.
6. Primary phone coverage (first to answer all incoming calls), take complete messages and ensure they are delivered in a timely manner, generally within the hour, to the correct recipient.
7. Make calls as requested.
8. Communicate with parishioners and staff concerning meetings, events, and programs.
9. Good communication, verbal and written, is expected at all times.

Support for Pastor and Office Staff

The Office Administrator is to provide office support for the Pastor and other staff members. 1. Receive, record, and schedule Mass intentions.

2. Retrieve requested sacramental records as directed and prepare sacramental certificates.
3. Maintain calendars in an accurate and timely manner: Facilities Use, Parish Events, Internal Office and priests (upon request).
4. Take and post room reservations for parish facilities.
5. Assist with the coordination of parish events.
6. Draft letters as needed for the Pastor and staff.
7. Sort and distribute incoming mail and packages.



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8. Prepare and mail US/UPS/FedEx mailings and packages upon request.
9. Maintain and replenish office inventory.

Financial Responsibility

The Office Administrator is responsible for assuring that all donations are accounted for immediately upon receipt within appropriate categories.

1. Account for all donations for Mass intentions, flowers, parish groups, weekly collections, etc.
2. Manage the parish database for quality control and accuracy.

Other

1. Perform other duties as assigned.
2. Maintain a high degree of confidentiality. When in doubt, keep confidential or clarify with the Pastor.
3. Maintain an organized and clean office environment.
4. Personal appearance should always be professional as appropriate to the position and the various events and activities that occur at and in relation to the ministry.
5. Attend weekly Admin meetings with Business Manager.
6. Attend monthly staff meetings.
7. Attend Bi- Annual Inservice Weeks

Primary Relationships

The Office Administrator directly reports to the Business Manager responsible to the Pastor. The Office Administrator is also accountable to relate with all other staff, parishioners and volunteers in a positive, helpful, and professional manner.

Qualifications:

- Strong organizational skills.
- Proficient on computer, Google Drive, and telephones.
- Ability to multitask and time manage.
- Experience in customer service and parish life.
- Ability to maintain confidentiality.
- Bilingual.



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Position Description

Title: Administrative Intern - Media Focused (Sacred Heart)

Type: Non-Exempt

Primary Purpose

The primary purpose of the Admin Intern - Media is to assist the Business Manager with the bulletins, facebook, flocknote and office coverage.

Primary Responsibilities

Bulletin duties

- The Admin Intern is responsible for the Bulletins for Our Lady of Guadalupe and Sacred Heart through the year. They are also responsible for the St. Mary's Bulletin during the Summer.
1. Making sure the bulletin is accurate with up to date information. Remove all information as the events happen so as not to have past events still advertised.
 2. Checking for correct grammar and spelling.
 3. Submitting the Bulletin each week before the deadline so that they are delivered on time.
 4. Ensuring that the bulletins are delivered to the correct churches.
 5. Creating an aesthetically pleasing bulletin for the Parish.

Facebook Posts

1. Posts facebook posts relating to events as detailed in the All Staff document
2. Keep up with the posting schedule as prescribed by the media plan.
3. Monitor comments and reactions on the pages of Catholic Nacogdoches, Sacred Heart, OLG and Immaculate Conception.

Flocknote

1. Send the weekly Flocknote out to the CN community in English and Spanish with all events as detailed in the All Staff document
2. Maintain the database to ensure the church has good records for the parishioners.
3. support the Pastor and Business admin during times when communication is important, i.e. crises, weather, etc.
4. Monthly book store publication via flocknote.

Website

1. Update website for all locations as needed.
2. Ensure correct and up to date information is posted on all platforms.

Other:

1. Personal appearance should always be professional as appropriate to the position and the various events and activities that occur at and in relation to the ministry.
2. Attend weekly Admin meetings with Business Manager.
3. Attend monthly staff meetings the first Wednesday of the month at 10 am.

Primary Relationships



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The Office Administrator directly reports to the Business Manager and is ultimately responsible to the Pastor. The Office Administrator is also accountable to relate with all other staff, parishioners and volunteers in a positive, helpful, and professional manner.

Qualifications:

- Strong organizational skills.
- Proficient on computer, Google Drive, and social media.
- Ability to multitask and time manage.
- Experience in customer service and parish life.
- Bilingual.