



## **OUR LADY OF LOUDES HOSPITALITY NORTH AMERICAN VOLUNTEERS**

### **PROGRAMS AND SERVICES COORDINATOR**

*Full Time Hourly Position in Syracuse-NY*

This position is on-site in our Syracuse office, Monday through Friday, during 8:30 AM and 5:30 PM Eastern office hours with some meetings or scheduled commitments on evenings or weekends. Hours may increase in preparation for pilgrimages, special activities or events. This position will be in-office hours and is not a remote position. Compensation and Benefits included. Pay is based upon experience.

#### **POSITION DESCRIPTION, QUALIFICATIONS AND SKILLS**

Professional, efficient and joyful coordination and support of staff and volunteers for Programs and Services, including Lourdes Virtual Pilgrimage Experience™, Lourdes Water distribution, Catechetical Resource Program (on-line), Association Membership, media and commerce (including series, publications and merchandise).

A passion for the Mission and Charism of Lourdes Volunteers as a collaborative team member. Program management, office or sales experience and/or language skills are desired, but not required. Strong oral and written communication skills and the ability to multi-task and prioritize with sound judgment, creative initiative and conscientious attention to detail, timeliness and budget, along with Microsoft Office Suite proficiency is essential. Travel to Lourdes-France (a valid passport is required) is required.

#### **RESPONSIBILITIES**

Coordinate and support Programs and Services:

- \*oversight of office-assistant/receptionist to support programs and services
- \*invite and oversee volunteers to fulfill programs and services activities
- \*support Virtual Pilgrimage guide team documents, mailings, supplies, and shipments
- \*negotiate and facilitate annual Lourdes Water shipment from France
- \*oversee Lourdes Water ministry (volunteers, bottling to distribution, requests to fulfillment)
- \*maintain and support on-line catechetical program
- \*promote, support and maintain membership information and annual Vatican meeting
- \*support and maintain Consecrated Life documentation and records
- \*assist with the planning, filming and submission of weekly television and/or podcast series
- \*fulfill website publication sales
- \*develop website e-commerce and fulfillment
- \*efficiently purchase supplies for cost-effective fulfillment for all needs