

Catholic Funeral and Cemetery Services Of the Diocese of Sacramento

POSITION: Community Outreach Coordinator

DEPARTMENT: Outreach and Marketing

JOB DESCRIPTION: Work with the Director of Community Outreach on administrative and presentations to host events for CFCS. This includes set up/tear down and networking at Outreach events with the goal of generating leads for Pre-need Cemetery and Pre-need Funeral sales. Leads generated will then be entered in our CRM for distribution to sales team. Must engage in events with the goal of building lasting relationships with our Parishes.

CATEGORY: Non-Exempt Full Time

SUPERVISOR: Director of Community Outreach

LOCATION: St. Mary Cemetery & Funeral Center, Sacramento, CA

WORK SCHEDULE: Monday-Friday; Saturday and Sunday's as required. Workweek may/will change weekly as events are scheduled.

JOB SUMMARY:

1. Update outreach calendar with outreach presentations and events as directed by the Director of Community Outreach and through emails.
2. Set up/tear down and assist with presentations at weekend Parish Outreach after each Mass and Daily Mass for parishes in English and Spanish.
3. Meet weekly with the Outreach team to discuss strategy and planning.
4. Search for new and unique venues and events for Outreach events.
5. Assist in building and strengthening Parish relationships through communication and follow-up.
6. Assist with contact of parishes, schools and community organization to offer support for miscellaneous fundraisers and other outreach and sponsorship opportunities.
7. Assist with updates on social media. Postings should be made at each outreach/event.
8. Assist and coordinate with parish secretary/office manager to complete and maintain Church Reference Form for each parish.
9. Coordinate with parish secretary/office manager reminds for "Bulletin Announcements" and "In Mass" announcements in English and Spanish.
10. Respond and interact with families and potential families and parishes

11. Assist Director of Community Outreach with administrative tasks, including but not limited to calendars, invoices, voice mail, inventory, up keep of office, supply ordering and others as needed and directed.
12. Assist with the ordering of business cards, and name badges and follow up of orders and delivery
13. Assist with e-newsletter
14. Engage in Ministries through the Diocese of Sacramento
15. Engage in Chamber of Commerce Events and Membership
16. Assist with events at Cemetery and events, including but not limited to set up and tear down. Scheduling speakers, AV equipment, chairs, tents, design of invitations, follow up with keynote speakers/Priest, etc...

ESSENTIAL FUNCTIONS:

1. Collect outreach leads from each event and enter leads in CRM and distribute to folders per the direction of the Director of Community Outreach and flow chart.
2. Utilize CRM to ensure and track that Family Service Advisors have made contact with lead within allotted timeframe and document and report.
3. Assisting Director of Community Outreach with daily administrative task to ensure success for Outreach and Marketing department.
4. Enter data to complete the parish outreach reports.
5. Assist and update with the Outreach Communication report and outreach schedule/calendar for the Diocese and Directors calendar.
5. Manage and conduct deliverables from surveys to letter mailings. Scan and attach Surveys.
6. Assist with coordination and deliverables to mail house for completion of mailings.
7. Other duties as assigned by the Director of Community Outreach.

MINIMUM QUALIFICATIONS:

Must be able to work with families and potential families in person and over the phone

Strong public speaking skills

Strong organizational skills.

Working vehicle.

Valid CA Driver's license.

Education & Experience:

High school graduate required; College degree preferred.

1-2 years Public Speaking

1-2 years event management

1 -2 years prior Data entry experience.

1-2 years customer service experience.

Skills and Knowledge:

Excellent oral, written and presentation skills.

Type 45 WPM with no errors.

Must be able to answer phones and interact with families and potential families.

Must be able to do administrative task and juggle many tasks at once.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE