Catholic Funeral and Cemetery Services
Of the Diocese of Sacramento

POSITION: Community Outreach & Parish Engagement Specialist

DEPARTMENT: Outreach and Marketing

JOB DESCRIPTION: This position will be responsible for presenting to groups of 5-500+ at parishes on the weekends throughout the Diocese of Sacramento on the importance of pre-need planning and the Catholic Rites of Christian Burial for Catholic Funeral & Cemetery Services (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 Part Time

SUPERVISOR: Director of Community Outreach

LOCATION: St. Mary Cemetery & Funeral Center, Sacramento, CA. Travel on weekends to parishes around the Diocese (70 miles).

WORK SCHEDULE: 19hours a week. Weekends outreach schedule: Saturday 3 pm to 9 pm Sunday 7 am to 3 pm. M-Friday one day at 5 hours.
Office Hours: Monday-Friday 8:00am - 4:30pm; Work week will change weekly as events are scheduled.

JOB SUMMARY:

1. Present to groups at Parishes after each mass on weekends
2. Set up/tear down and give presentations at weekend Parish Outreach after each Mass
3. Engage in Ministries through the Diocese of Sacramento
4. Assist in building and strengthening Parish relationships through communication and follow-up.
5. Assist with contact of parishes, schools and community organization to offer support for miscellaneous fundraisers and other outreach and sponsorship opportunities.
6. Assist and coordinate with parish secretary/office manager to complete and maintain Church contacts for each parish.
7. Coordinate with parish secretary/office manager reminds for "Bulletin Announcements" and "In Mass" announcements in English and Spanish.
8. Respond and interact with families and potential families and parishes as needed

9. 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.
10. Assist with e-newsletter
11. 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…
12. Other duties as assigned

ESSENTIAL FUNCTIONS:

1. Public Speaking and presentation at Parish's throughout the Diocese of Sacramento
2. 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.
3. Utilize CRM to ensure and track that Family Service Advisors have made contact with lead within allotted timeframe and document and report.
4. Assisting Outreach department with administrative task to ensure success for Outreach and Marketing department.
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:

Strong public speaking skills
Strong organizational skills
Strong phone skills
Computer skills
Working vehicle.
Valid CA Driver's license.

Education & Experience:

High school graduate required; College degree preferred.
1 -2 years public speaking preferred
1-2 years customer service experience.

Skills and Knowledge:

Excellent oral, written and presentation skills.
Bi-lingual Spanish preferred.
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.

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EMPLOYEE SIGNATURE   DATE

_____   _____

SUPERVISOR SIGNATURE   DATE