

# Roman Catholic Community of the Tonawandas

FAMILY # 18



<b>JOB TITLE:</b>	St. Christopher Mission Outreach Director	<b>JOB CATEGORY:</b>	Outreach
<b>Department/Group:</b>	Outreach	<b>Full Time/Part Time</b>	Full-Time
<b>Office Location</b>	St. Christopher Outreach Center (St. Edmund Campus)	<b>Travel required:</b>	Required between Family Office and center as well as for donation pick ups
<b>Salary</b>	\$19/hr--\$24/hr	<b>Benefits</b>	Offered (health & dental)
<b>Contact</b>	Fr. Michael LaMarca (pastor@rcct.faith)	<b>Date posted:</b>	February 12, 2024

## APPLICATIONS ACCEPTED BY:

**Email** [pastor@rcct.faith](mailto:pastor@rcct.faith) **Subject line:** St. Christopher Outreach Director

## JOB DESCRIPTION

The Missions Coordinator is a full-time, exempt staff position with St. Christopher Parish that reports to the pastor of the Family and Business Manager of the Family. This position is to coordinate all the responsibilities associated with St. Christopher Parish Outreach.

- Serves as Director of Parish Outreach and supervises Outreach Administrative Assistant, volunteers, and Community Service students. Provides supervision to other assistants as well.
- Completes Diocesan monthly VIRTUS trainings and verifies all staff & volunteers are up-to-date on their trainings.
- Work with the Staff & Volunteers weekly as we provide services to our families in the Food Pantry and Clothes Closet on a weekly basis. Register all new families and be sure all documentation is updated as needed on a yearly basis.
- Handle most phone calls, referrals, etc. that come into Outreach including any walk-ins to the program on a weekly basis.
- Maintains client files, worksheets, and reviews client files annually for the Food Pantry and Clothes Closet. Shares Client lists with local Food Pantries to minimize duplication of services with families.
- Manage all referrals from SHSD, SHSD Family Support Center, Social Workers, Case Workers, etc. to provide for the needs of their families. Organize and pack what is needed – could include clothing, household items, hygiene, and/or food.
- Per our contract with FeedMore WNY, manages all the guidelines and policies necessary for the Food Pantry to serve our families with dignity and with their health and safety in mind. Reviews all e-mails from FeedMore and verifies that all signage is up-to-date and hanging where FeedMore requires in the facility.
- Complete bi-monthly food orders with FeedMore WNY and assist Staff/Volunteers on Thursdays with putting 1-3 pallets of food away. Submit a monthly report via FeedMore software program and Excel worksheet.
- Prepares for and participates in the yearly FeedMore WNY audit of our Food Pantry and storage areas. Completes all required training – i.e., Food Safety Training,
- Completes any grant documentation required by FeedMore and attend all necessary meetings either via Zoom or in person.
- Responsible for organizing lists and purchasing food, supplies for volunteers; work like bags, tape, etc., special project work needs, equipment, etc.
- Manages the Parish Outreach financials which includes maintaining the checkbook, deposits/disbursements, bank reconciliations, and preparing the Receipt ledger that is provided to the Family Office for input into PDS. Working with Business Manager closely in these tasks.

- Coordinates and organizes food drives (i.e., Parish & School, Thanksgiving Box of Love project, Ellicott Creek Fire Dept., and Mail Carriers Food Drive – we have hosted at St. Edmund's for 2 years).
- Coordinates Outreach Special Projects (i.e., Thanksgiving Box of Love project, Christmas Giving Tree, Easter Basket Project with SVDP, Hygiene Kits for local organizations, School Supply Drive, gifts for our Senior Citizens who are homebound, etc.).
- Liaison with St. Christopher School and various community organizations (i.e., local Food Pantry Coordinators, Amherst Youth Consortium program, Sheridan Drive Lions Club, WNY Corvette Club, USPS – Mail Carrier's Post Office, etc.).
- Administrative duties include preparing thank you cards, donation acknowledgements, and all bulletin notices. Responds and handles all telephone inquiries and correspondence for the Outreach program.

#### **Qualifications and Education Requirements**

- BACKGROUND IN NURSING, SOCIAL WORK OR COMMUNITY WORK
- BE ABLE TO LIFT 50LBS OR MORE
- ABILITY TO WORK WITH A DIVERSE POPULATION OF PEOPLE AND LANGUAGES
- GOOD TIME MANAGEMENT
- STRONG COMMUNICATION AND ORGANIZATIONAL SKILLS
- HAVE A FULL UNDERSTANDING OF CATHOLIC SOCIAL TEACHING

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**Interested parties should submit  
resume/cover letter to pastor at  
above email address by March 1,  
2024**

**Roman Catholic Community of the  
Tonawandas is an equal opportunity  
employer.**