

**Shared Community Life Coordinator:**  
**Saint Frances Cabrini Parish and Saint Mary's Immaculate Conception Parish**  
(32 hours a week)

Saint Frances Cabrini Parish and Saint Mary's Immaculate Conception Parishes in West Bend, Wisconsin are seeking a shared community life coordinator to assist in the support and coordination of our many dedicated volunteers.

The shared Community Life Coordinator helps to identify and mentor new volunteers for various ministries. This person is responsible for maintaining an active time and talent database. They are a lead staff contact and administrative support for the leaders of key parish community building events. Their specialty is networking and making connections among active parish members to enhance their roles in support of the parish community. This same person works closely with the religious formation staff to ensure that all community life events are opportunities for evangelization.

The shared Community Life coordinator also helps to welcome new members, and assists in fostering a culture of hospitality, stewardship and service in the parishes.

The position is 32 hours a week and includes a regular routine of Sunday morning ministry presence, as well as some evening commitments as their schedule allows. Salary and compensation based on prior work experience. Applicants must be Catholics in full communion with the Church. Some prior theological training and parish experience is recommended but is not required.

To apply email: [jobs@wbparishes.org](mailto:jobs@wbparishes.org)

Preferred start date is Spring of 2018 but is negotiable.