



GOOD SHEPHERD
CATHOLIC CHURCH & SCHOOL

145 Jersey Avenue South + Golden Valley, MN 55426

Job Posting (2/8/2018)

Good Shepherd Catholic Church and School is seeking a Ministry Coordinator. This part-time (20 hours/week), 12-month position provides administration and ministry support to the parish programs. Duties with include producing and maintaining the weekly bulletin, liturgical minister schedule, parish calendar, and sacramental records; event and volunteer coordination; and general ministry support.

Qualifications: An associate's degree in administration or equivalent work experience; advanced computer literacy (knowledge of Adobe Creative Suite a plus); general knowledge of the liturgy and Church year; ability to multitask; attention to detail and organizational skills; practicing Catholic.

A complete job posting is available at goodshepherdgv.org.

Applicants must submit a cover letter, resume and references to Lisa Sammon via email at lisa@yourlss.com no later than Friday, February 23, 2018.