

Title: Parish Plus Coordinator

Status: Full - Time

Reports to: Director of Finance/Parish Plus

Classification: Non - Exempt

POSITION OBJECTIVE

To work in and support the Parish Plus team in all programs, including PAWS Spirit Store, Extend and Parish Summer programming, The Academy and The Study. Work will vary and can range from operating a store cash register or stocking merchandise to supervising children, creating class rosters or signage, website maintenance, or creating graphics for apparel or posting in social media. This role provides a unique opportunity to learn about and develop varied skills across a diverse program, with the potential to expand the position and take on increased responsibility over time.

ESSENTIAL FUNCTIONS

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Retail - PAWS Store

- Operate point of sale system to complete sales and return transactions
- Provide customer service to store customers
- Receive, tag and place new merchandise in the store or stockroom
- Restock the sales floor as needed
- Photograph new items and post to website
- Participate in some special events outside of normal hours such as home football games

Programming – Extend, Parish Summer, The Academy, The Study

- Create signage or other printed materials for program administration
- Complete general administrative tasks, such as production of rosters and other lists
- Assist with children in camps or classes, as needed
- Research and prepare for lessons and activities for children in Plus programs
- Purchasing or handling camp or class supplies or snacks
- Data entry support
- General administrative tasks

All Parish PLUS

- Assist with graphic design for social media posts, apparel, signage and banners or event programs
 - Assist with social media posting for all programs
 - Update the WordPress website
 - Manage projects effectively, efficiently and without an undue amount of supervision
 - With notice, be willing to adapt schedule to stay through after school program or until store closing.
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SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

- Detail oriented and extremely organized
- Enjoys working with others, helping customers, and interacting with students
- An accessible and approachable person

- Dependable, trustworthy, hard-working, flexible, and able to multi-task
 - Able to learn the store's point of sale system
 - Proficient in Microsoft Office products
 - Knowledge of or willingness to learn Adobe products
 - Social Media savvy
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PHYSICAL REQUIREMENTS

- Stand for extended periods of time.
 - Required to sit, talk, hear and visually intercept visitors.
 - Turn, bend, reach and climb a ladder.
 - Be able to occasionally lift up to 30 lbs.
 - Works in a traditional climate-controlled office environment.
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The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

Qualified candidates should send a cover letter and resume' to employment@parish.org