



CHRISTIAN BROTHERS HIGH SCHOOL

Position: Lasallian Student Life Coordinator

Reports to: Director of Lasallian Student Life

Employment Status: Fulltime, 12 months

FLSA Status: Hourly, non-exempt

Compensation: Competitive salary, commensurate with experience.

Position Description

The Lasallian Student Life Coordinator will work to support and implement the vision of the Director of Lasallian Student Life, in collaboration with school administration. The ideal candidate for this position is an individual who is faithful to the teachings of the Roman Catholic Church and who offers talents and experience that will enable him or her to be successful in the role of Lasallian Student Life Coordinator. This is a new position that is being created to support the spiritual outreach of our campus at Christian Brothers High School.

Essential Job Duties and Responsibilities

1. Partner with the Director and Assistant Director of Lasallian Student Life for liturgies, retreats, student activities and special events.
2. Follow up with students after retreats.
3. Assist with the planning and coordination of the Lasallian Student Life calendar of events;
4. Assist with activities of student liturgy, service and activities teams.
5. Help organize and orchestrate facility requests for Lasallian Student Life events.
6. Assist the Director and Assistant Director of Lasallian Student Life with promoting ministry, activities and service events in the community.
7. Manage retreat registrations, including site contracts, check requests and payments.
8. Assist with purchase/order/pickup/organization/packing/moving of supplies.

9. Manage Lasallian Student Life social media/Schoology outreach under the direction of the Director and Assistant Director of Lasallian Student Life.
10. Other duties as assigned by the Director of Lasallian Student Life.

Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated passion and appreciation for the Catholic faith and a commitment to the teachings of the Church.
3. Prior experience in ministry or retreat work preferred.
4. Prior experience in secondary education preferred.
5. Ability to prioritize and give attention to a variety of projects simultaneously.
6. Strong organizational skills.
7. Proficient in office technology, such as Microsoft Office (Word, Excel, Publisher, Outlook, etc.), copier/fax machines.
8. Possess the ability to show initiative and work independently.
9. Familiarity with various social media outlets.
10. Flexibility to attend occasional evening, overnight or weekend events.
11. A willingness to embrace the campus commitment to diversity, equity and inclusion.
12. Excellent oral, written and verbal communication skills that would enable the individual to maintain a good rapport with parents, students and staff.
13. Ability to lift, load, move, gather, pick up supplies, bins or materials up to 25 pounds.

Interested parties meeting the qualifications and competencies above are encouraged to submit a cover letter and resume to hr@cbhs-sacramento.org. Position is open until filled.