



ROMAN CATHOLIC DIOCESE OF BOISE

Job Description

Parish: Holy Apostles Catholic Church
Position Title: Coordinator, OCIA
FLSA Designation: Part-time 10-15 hours/week, Non-Exempt, Ministerial
Reports to: Director, OCIA

POSITION SUMMARY:

The OCIA Coordinator provides administrative and organizational support for the Order of Christian Initiation of Adults (OCIA) ministry. This position assists with the day-to-day operations of the program by coordinating schedules, preparing class materials, maintaining participant records, supporting volunteers, and ensuring events and classes are organized and well-executed. The Coordinator serves as an administrative resource for the Director of OCIA, helping create a welcoming and efficient experience for participants, volunteers, clergy, and parish staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support

- Coordinate the OCIA calendar, including classes, meetings, rites, rehearsals, retreats, and sacramental celebrations.
- Prepare and distribute agendas, schedules, class rosters, attendance records, and participant communications.
- Assemble participant packets, handouts, name tags, certificates, and classroom materials.
- Maintain participant files and ensure required documentation is complete and organized.
- Coordinate classroom setup and ensure instructional materials are available for each session.
- Assist with preparing sacramental paperwork and records for the Director's review.
- Update databases, spreadsheets, and participant tracking documents.

Volunteer Support

- Assist with volunteer scheduling and communication.
- Prepare volunteer materials and meeting packets.
- Coordinate volunteer appreciation events and team gatherings.
- Maintain volunteer contact information and schedules.

Event & Ministry Coordination

- Reserve meeting rooms and coordinate facility scheduling with parish staff.
- Coordinate hospitality needs for classes, retreats, receptions, and special events.
- Order and maintain ministry supplies and educational materials.
- Assist with registration for OCIA participants throughout the year.
- Coordinate printing and distribution of ministry resources.

Communications

- Send reminders and announcements regarding classes, retreats, rites, and events.
- Assist with parish bulletin announcements, website updates, and Flocknote communications.
- Respond to routine inquiries and direct ministry-related questions to the Director of OCIA.

Additional Responsibilities

- Support the Director of OCIA with special projects as assigned.
- Attend OCIA classes or events as needed to provide administrative support.
- Perform other duties as assigned by the Director of Parish Operations or Pastor.

Coordinator, OCIA

July 2026

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates a respect for and commitment to the mission of the Roman Catholic Diocese of Boise and Holy Apostles Catholic Church.
- Ability to maintain confidentiality when handling participant and sacramental records.
- Excellent organizational skills with strong attention to detail.
- Strong verbal and written communication skills.
- Ability to prioritize multiple projects and meet deadlines.
- Demonstrates professionalism, courtesy, and hospitality when interacting with parishioners, volunteers, clergy, and staff.
- Ability to work independently while collaborating effectively with ministry leaders and volunteers.
- Proficient in Microsoft Office, Google Workspace, and parish management software.
- Comfortable learning new technology platforms.
- Ability to successfully complete diocesan Safe Environment requirements and pass a criminal background check.

QUALIFICATIONS

- High school diploma or equivalent required.
- Associate's degree or administrative certification preferred.
- One or more years of administrative or office support experience preferred.
- Experience working in a parish, nonprofit, educational, or ministry environment is preferred.

Essential Physical Abilities

- Ability to perform office duties for extended periods.
- Ability to operate standard office equipment.
- Ability to lift and carry up to 25 pounds.
- Ability to set up meeting rooms and transport ministry materials as needed.

Additional Qualifications

- Demonstrates professionalism and discretion.
- Strong customer service mindset with a welcoming and servant-hearted attitude.
- Reliable, dependable, and able to work occasional evenings or weekends during ministry events.
- Bilingual (English/Spanish) preferred.

DISCLAIMER The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

GENERAL SIGN OFF

I have received a copy of this job description.

Signature: _____

Date: _____