

## Partnership for Youth – Position Description ROCHESTER SITE COORDINATOR

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**Job Title:** Rochester Site Coordinator

**Reports to:** Executive Director

**Type:** Contracted position / Part-time

**Salary Range:** (compensation commensurate with qualifications)

**Location:** Rochester, MN (remote)

### **Position Summary**

The Site Coordinator is a vital role responsible for organization and coordination Steubenville Rochester. The Site Coordinator will ensure that all aspects of the event, including planning, hospitality, logistics, local marketing, and volunteer support are executed with excellence. This position requires a strategic thinker with excellent organizational skills, a keen eye for detail and the ability to collaborate effectively with an amazing team. The Site Coordinator will also assist with other PFY events as needed, reporting to the Executive Director.

### **Responsibilities:**

#### **MANAGEMENT & ENGAGEMENT**

- Plan and execute all aspects of Steubenville Rochester, including hospitality, logistics, catering, environment, and other support systems.
- Recruit and train Core Team to serve in various areas of the conference.
- Facilitate regular Core Team meetings.
- Ensure that all safe environment policies are being followed. See USCCB’s charter for the Protection of Children and Young people. Keep accurate records regarding background checks, pastoral code of conduct, and cleared clergy.
- Recruit general volunteers needed for event.
- Ensure Core Team and volunteers receive and understand his/her job description.
- Work with volunteer coordinator to register, clear, train and assign volunteers.
- Work closely with Executive Director (ED) regarding volunteer compliance.
- Communicate with Core Team concerning the volunteers for their area.
- Deliver onsite coordination of the event with excellence

#### **ADMINISTRATION**

- Oversee implementation of Core Team and volunteer schedules.
- Communicate expectations clearly and positively with Core Team, partners, and volunteers.
- Respond to general inquiries
- Work as a resource person to the Core Team.
- Fiscal management - work with ED to execute event within budget.
- Attend monthly staff meetings – via Zoom, conference call, or in person.
- Secure needed space, transportation, and other needs for Franciscan LEAD.
- Collaborate with ED to select venue, hotels, and caterers.
- Coordinate with Franciscan University, Christian Outreach Office regarding conference details.
- Complete clergy clearing with the Diocese of Winona-Rochester.

- General correspondence: Assist with and evaluate correspondence tools provided to PFY constituents. The correspondence includes promotional materials, event details, and general encouragement.
- Research, select and promote Share the Glory organization and program.

## **MARKETING & PUBLIC RELATIONS**

- Work with Partnership for Youth to write news releases, bulletin announcements, and articles for Diocesan, local, state, and national news.
- Contact local businesses to solicit support via advertising and donations
- Seek out marketing/networking opportunities to pursue
- Build local vendor relations to support the mission of PFY.
- The Event Coordinator will be directed by the ED for additional tasks to support the overall ministry of PFY.

This is not an all-inclusive list; additional duties and responsibilities may be added or changed as directed by the Executive Director.

**TRAVEL:** The Site Coordinator will have limited travel requirements if you live in the Rochester area.

## **QUALIFICATIONS**

### **Education & Experience**

- Bachelor's Degree (desired, but not required)
- At least 3 years' Event management experience.

### **Competencies**

- A committed and growing relationship with Jesus Christ
- Strong spiritual gifts in administration, hospitality, and service
- Exceptional organizational, project management, and prioritization skills
- Effective communicator with strong interpersonal skills
- Solution-oriented and able to navigate challenges independently
- Capable of making decisions within policy guidelines and exercising discretion when needed
- Able to handle conflict professionally and in alignment with Christian values
- Confident in directing volunteers and coordinating with vendors
- High integrity in managing sensitive and confidential information
- Proficient with Microsoft Office and adaptable to new software
- Ability to lift and carry up to 40 pounds

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## **Organization Description**

Partnership for Youth is a non-profit organization dedicated to the coordination and delivery of programs and events for Catholic Youth. We specialize in large dynamic events, bringing together participants from ten states and Canada. Our Mission is: **“To Provide Transformational Catholic Events for Young People.”** Our office is located in Bloomington, Minnesota. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

## **Application Instructions**

Candidates should submit a cover letter and resume, to Amy Cummings, Executive Director, via e-mail. Please address them to amy@partnershipforyouth.org and include Site Coordinator in the subject line.