



Job Opportunity: Parish Engagement Officer

Parish of Chatswood

Full-Time Position

Applications Close: Saturday, 17 May 2025

The Catholic Parish of Chatswood is seeking a dynamic and personable **Parish Engagement Officer (PEO)** to help nurture a vibrant, inclusive and welcoming parish community. This pivotal role fosters a culture of connection and belonging for newcomers and long-standing parishioners alike.

Key responsibilities include:

- Personally welcoming and integrating new parishioners into the life of the parish
- Connecting people with ministries, volunteer roles and faith groups
- Coordinating welcome events and social gatherings
- Supporting a culture of Christian hospitality across parish programs and liturgies
- Assisting with communications including the weekly bulletin and ministry directory

We're looking for someone who is:

- Warm, relational and organised, with excellent communication skills
- Experienced in community engagement, volunteer coordination or parish life
- Proficient with digital tools and content creation
- Deeply committed to the mission and values of the Catholic Church

This is a rewarding opportunity to play a key role in growing a connected and caring parish culture.

How to Apply

To apply, please submit your **resume** and a **cover letter** addressing your suitability for the role to **david.ranson@bbcatholic.org.au** by **Saturday, 17 May 2025**.

For further information, please contact **david.ranson@bbcatholic.org.au**.

The Parish of Chatswood is committed to creating a safe environment for all, with zero tolerance for abuse. Successful applicants will need to complete a National Police Check and Working with Children Check.

Note: Only candidates with the right to work in Australia can apply. No agency contacts, please.