

Vocations Projects Coordinator (Part-Time)

Catholic Diocese of Broken Bay

Location: Pennant Hills, NSW

Part-Time: 4 days per week (including evenings and weekends)

Are you passionate about helping others discover their calling in life?

Join the Catholic Diocese of Broken Bay as our **Vocations Projects Coordinator** and play a vital role in promoting a culture of vocation across our parishes, schools, and communities.

Reporting to the Director of Vocations, this dynamic position involves coordinating vocation-focused events and initiatives, supporting seminarians, liaising with parishes and schools, and managing digital engagement through social media and content creation. The role offers a unique opportunity to contribute meaningfully to the mission of the Church in a creative and pastoral way.

Key responsibilities include:

- Coordinating vocation-related initiatives, communications, and school/parish engagement
- Planning and managing events across the Diocese
- Supporting seminarians and those discerning their vocation
- Creating content for social media and managing digital platforms
- Developing and distributing promotional resources and materials

The ideal candidate will have:

- Strong organisational and communication skills
- Experience in event planning, administration, or ministry support
- Competence in using Canva, Zoom, and social media platforms
- A warm, collaborative, and proactive approach
- An understanding of and commitment to the Catholic faith and its mission

Requirements:

- Working With Children Check and National Police History Check
- Current NSW Driver's Licence
- Relevant qualifications or equivalent experience in ministry, education, communications, or event management

Why Join Us?

The Chancery is dedicated to supporting its workforce by fostering a welcoming and supportive environment. In this role, you will enjoy:

- A purpose-driven career contributing positively to the community.
- Access to an Employee Assistance Program for independent, confidential counselling.
- Ongoing professional development opportunities.
- An inclusive culture where you can make a meaningful impact on the lives of others.
- Onsite free parking
- Be part of a supportive and mission-driven team.
- Make a meaningful impact on parish communities.

This is a **part-time role (4 days per week)** and requires flexibility for evening and weekend work, depending on event schedules and ministry needs.

Applications close: 23 May 2025

To apply, please submit your resume and a cover letter addressing your suitability for the role to vocations@bbcatholic.org.au

For a confidential conversation or more information, contact vocations.ministry@bbcatholic.org.au.

The Diocese of Broken Bay 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.