



JOB DESCRIPTION

HIRING



**CATHOLIC ADMINISTRATIVE
PASTORAL LIFE
COORDINATOR**

FORT CAMPBELL, KY

1099
CONTRACT

FORT CAMPBELL, KY

Send your resume to info@sawyerglobal.com



SERVICES SUMMARY:

Location: MICC-Fort Campbell, Fort Campbell, KY

Worship Schedule: Approximately 15 hours per week

QUALIFICATIONS:

- Must obtain certification from the Archdiocese for the Military Services within ninety days of contract award.
- Must communicate clearly in English, both orally and in writing, including emails, minutes, bulletins, and marketing materials.
- Must be proficient in Windows and Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Must behave respectfully and courteously, and avoid offensive language.
- Must complete required trainings.
- Must obtain installation access, meet security and identification requirements, and submit background check forms to the contracting officer representative within ten days of contract award.
- Must complete background checks.

RESPONSIBILITIES:

- Attend required meetings to gather information and coordinate tasks.
- Provide monthly calendars of Catholic community events and key dates to leadership by the end of each preceding month.
- Prepare Mass materials (liturgical books, hosts, wine, vessels) before each service.
- Maintain and submit registration and attendance records monthly.
- Create and distribute weekly bulletins to leadership four days before each service.
- Coordinate event logistics and publicity, submitting requests and flyers at least 45 days in advance.
- Track and report supplies monthly.
- Manage sacramental documentation, upload records, and obtain priest certification.
- Support quarterly clergy reports as requested.
- Complete required training and comply with security requirements.
- Serve as primary contract point of contact, with an alternate for absences.
- Obtain catechist certification within 90 days of contract start.
- Maintain professional conduct and clearly identify as contractor personnel.
- Protect government property and information; all produced documents are government-owned.