

Business Coordinator
Parish of the Holy Eucharist
Diocese of Portland, Maine

Parish of the Holy Eucharist, serving the communities of Falmouth, Yarmouth, Gray and Freeport, Maine, is currently looking for a Business Coordinator. This is a full time exempt/salaried position. Duties include but are not limited to financial management and reporting; cash receipts control; payroll and accounts payable control; overseeing facilities use and facilities maintenance; human resource management; attendance at finance meetings, pastoral council meetings; participation in diocesan Business Coordinator meetings; adherence to internal audit controls. Position reports to the Pastor. Applicants should have business management experience; be a practicing Catholic in good standing with the Church; have the ability to multi-task; work collaboratively with others. Interested candidates should send letter of intent, resume, and three references to: hr@portlanddiocese.org