

JOB OPENING

WEDDING COORDINATOR

**JOIN OUR
TEAM!**

RESPONSIBILITIES WOULD INCLUDE COORDINATING WITH THE CHURCH AND PASTOR TO ENSURE REHEARSAL AND CEREMONY ARE PREPARED IN ADVANCE, AS WELL AS SCHEDULING, ORGANIZING, AND RUNNING THE WEDDING REHEARSALS. THE COORDINATOR WOULD ALSO BE RESPONSIBLE FOR BEING PRESENT ON THE DAY OF THE WEDDING TO ENSURE ALL SELECTIONS AND REQUIREMENTS ARE MET. THIS POSITION REQUIRES THE ABILITY TO FOSTER POSITIVE AND PROFESSIONAL COMMUNICATION WITH PROSPECTIVE COUPLES AS WELL AS THE PASTOR.

IF INTERESTED, PLEASE CONTACT OUR BUSINESS MANAGER, MANNY ALVAREZ, AT MALVAREZ@HOLYEUCHARIST.ORG.