



Job Title: Coordinator of Programs & Pilgrimages
Location: National Shrine of Saint Rita of Cascia
1166 South Broad Street
Philadelphia, PA 19146
Reports to: Director of Advancement
Supervises: Volunteers
Status: Full-time, Salaried
Monday through Friday, 9:30 a.m. - 4:30 p.m. (35 hours/week)
Some nights and weekends

ABOUT THE SHRINE

Our Mission & Vision

Founded in 1907 by the Augustinian Province of Saint Thomas of Villanova, the National Shrine of Saint Rita of Cascia is a Roman Catholic community of prayer and worship deeply rooted in Augustinian spirituality. Inspired by the life of Saint Rita of Cascia, an Augustinian saint known as a healer, reconciler, and peacemaker, the Shrine seeks to inspire people from all walks of life to live these virtues as they come to know and encounter God and others.

As we deepen awareness of the message and life of Saint Rita, as well as the ministry of the Shrine locally, nationally, and internationally, we desire to grow as a place of prayerful pilgrimage, transforming sacrament, and compassionate pastoral services of encounter.

Our Team

The National Shrine of Saint Rita of Cascia, once a parish, but no longer so, is staffed by a dedicated team of lay employees and Augustinian Friars who report to the Shrine's Executive Director, Mr. Jonathan Jerome. Since the Fall of 2017, the Shrine has been led by a lay director who works closely with the local Augustinian pastor of a nearby parish, and reports to the Prior Provincial and his council, who serve as the Shrine's Board of Directors.

Our Location

The National Shrine of Saint Rita of Cascia is comprised of an Upper and Lower Shrine. The Upper Shrine was completed in 1915 and serves as a gathering place for major liturgical celebrations throughout the year. The Lower Shrine was rededicated in 2000 and serves as a peaceful place of pilgrimage, prayer and reconciliation for people from throughout the world on a daily basis. The Shrine is located one mile from City Hall on Broad Street in South Philadelphia, Pennsylvania.

For more information about the National Shrine of Saint Rita of Cascia, please visit:
www.saintritashrine.org

ABOUT THIS POSITION

The National Shrine of Saint Rita of Cascia is looking to hire a new Coordinator of Programs & Pilgrimages to create, implement, and oversee programming opportunities connected to worship, service, fellowship, and education, as well as coordinate the Shrine’s pilgrimage and retreat ministry. Reporting to and collaborating with the Shrine’s Director of Advancement, the Coordinator of Programs & Pilgrimages will be responsible for helping to expand the Shrine’s mission by providing a more intentional, creative, well-rounded approach to all programming, pilgrimages, and retreats for our current patrons, pilgrims, and visitors, as well as those who are not yet affiliated with our ministries.

Specific Responsibilities

Programs & Outreach (35%)

- Plan and implement 16 mission-consistent programs throughout the year (4 per quarter) in collaboration with the Shrine’s Director of Advancement to attract those unaffiliated with the Shrine or disaffiliated with the Church, as well as our current patrons.
 - Develop a comprehensive programming plan that focuses on promoting the Shrine and Saint Rita among our local, regional, and national patrons.
 - Track participation and solicit evaluation of each program for advancement and retention purposes.
 - Utilize social media, traditional advertising, and other marketing strategies to promote each program and event.
- Work collaboratively with the other members of the Shrine staff to help them create mission-consistent programs.
- Offer a ministry of hospitable presence at various Shrine functions and events.
- Creatively respond to programming needs as they arise.

General Ideas & Pre-existing Programs:

<p style="text-align: center;">Social & Cultural Programs</p> <ul style="list-style-type: none"> • Community Meals • Quizzo • Doughnut Socials • Movie Nights • Lenten Fish Fry • (Sacred) Art Shows • (Summer) Concert Series • Visit with Santa Claus 	<p style="text-align: center;">Educational & Catechetical Programs</p> <ul style="list-style-type: none"> • Town Hall Meetings • Speaker Series • (Virtual) Retreats & Workshops • Theology on Tap • Marriage Preparation • End-of-Life Planning Session
<p style="text-align: center;">Service & Justice Programs</p> <ul style="list-style-type: none"> • Food Packing Drives • Giving Tree • Clothing Drive • Neighborhood Cleanup • Service Site for Schools • Prison Letter Writing • Saint Rita Day of Service 	<p style="text-align: center;">Worship & Prayer Programs</p> <ul style="list-style-type: none"> • Happy + Holy Hour • Marathon of Mercy • The Light is On for You Evenings • Pilgrimages • Masses for Various Occasions & Special Needs • Lessons & Carols

Pilgrimages & Retreats (65%)

- Serve as the point of contact for all pilgrim and retreat groups who reach out to the Shrine to coordinate and schedule a visit.
 - Strengthen and execute a comprehensive pilgrimage and retreat plan for groups (schools, parishes, individuals, etc.) so that needs are met, groups feel welcomed, and the Shrine's resources are used efficiently.
 - Track participation and solicit evaluation of each pilgrimage and retreat for advancement and retention purposes.
 - Utilize social media, traditional advertising, and other marketing strategies to promote the Shrine to new groups who might be interested in visiting.
- Train and schedule volunteer docents and staff to help lead groups who visit the Shrine.
- Expand the use of technology and utilize other modern resources to help make the Shrine and Saint Rita's story more accessible and engaging.
- Promote the Shrine as a place for retreat days and workshops to disconnected Catholic (Shrines, parishes, schools) and non-Catholic (social service organizations, non-profits) groups.

ABOUT THE IDEAL CANDIDATE

The Coordinator of Programs & Pilgrimages must have an understanding of and a passion for the mission and ministries of the National Shrine of Saint Rita of Cascia. We are looking for a hard-working professional with a warm, dynamic personality that can help us grow our internal programming and respond to pilgrimage and retreat requests. The Coordinator of Programs & Pilgrimages must be a self-starter who has the ability to multi-task in a fast-paced environment, keep an orderly and organized workspace, solve problems, and communicate effectively with others. They must also be willing to work occasionally on nights and weekends.

Qualifications

- Appreciation and passion for the mission and ministries of the National Shrine of Saint Rita of Cascia and a sound working knowledge of the Catholic faith.
- Excellent at coordinating and organizing multiple tasks and details at once.
- Superior communication skills to express, orally and in writing, the Shrine's mission, vision, and goals with clarity, passion, and persuasion.
- Prior program development and event organization experience required.
- Success with relationship-building and interacting with a variety of personalities.
- Experience with advertising and creating promotional materials is strongly preferred.
- Experience with technology and common computer applications like Microsoft Office, Google Suite, and social media platforms is strongly preferred.
- Must be a self-starter with an entrepreneurial spirit, who is innovative, creative, and able to set priorities.
- Self-confidence, humility, integrity, warmth, and a flexible personal style combined with a sense of humor that will earn the respect and attention of patrons and visitors.
- Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church; familiarity with Shrine apostolate and Augustinians a plus.
- College degree is required.

In the first 30-60 days, the Coordinator of Programs & Pilgrimages will:

1. Coordinate the logistics and planning for upcoming pilgrimages and retreats confirmed on the Shrine's calendar
2. In collaboration with the Director of Advancement, plan and begin implementing programs and events for Advent and Christmas
3. Identify and reach out to groups that have visited the Shrine for a pilgrimage or retreat in the past three years and invite them to return, or to new groups that have not yet visited the Shrine and them to visit
4. Identify and begin building relationships with the "unaffiliated," "disaffiliated," and "patrons" of the Shrine

In the first 60+ days, the Coordinator of Programs & Pilgrimages will:

1. Establish a more robust and sustainable plan for Spring and Summer programming
2. Continue to evaluate current pilgrimage and retreat schedules, protocols, and policies, with the intention to make them more efficient, effective, and comprehensive, especially for pilgrims who visit on their own
3. Continue to build meaningful relationships with members of the community

For inquiries, or to be considered for this position, please submit the following information to the Executive Director of the National Shrine of Saint Rita of Cascia at jjerome@saintritashrine.org, or mail to:

**Mr. Jonathan Jerome, Executive Director
1166 South Broad Street
Philadelphia, PA 19146**

Cover Letter

Resume

List of three references (contact information only)