



Position Title: Parish Engagement Officer
Department: Marketing & Development
FLSA Status: Full-time, Exempt
Location: Lincoln, Nebraska
Reports to: Vice President of Marketing & Development
Date Created: July 2026

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary – The Parish Engagement Officer builds and stewards the relationship between Catholic Social Services (CSS) and the Catholic community of southern Nebraska — parish leadership, parish staff, and parishioners — through outreach, education, and volunteer engagement. This position grows awareness of the CSS mission and connects Lincoln-area parishes to the Works of Mercy by recruiting and supporting volunteers, cultivating parish partnerships, and establishing and leading the Parish Ambassador program. This role also recruits and provides training and support to all CSS Lincoln volunteers.

Parish Relations & Parish Ambassador Program

- Establish, recruit for, and grow the Parish Ambassador program, partnering with Lincoln-area pastors and parish staff to appoint Ambassadors and define the role within each parish's guidelines.
- Train, support, and hold quarterly check-ins with Parish Ambassadors, providing the guidance and materials they need to succeed.
- Educate parishes — leadership, staff, and parishioners — on the CSS mission and Catholic Social Teaching, and ways to get involved.
- Develop pulpit talks, bulletin announcements, newsletters, and other promotional materials for Parish Ambassadors to share with their parish and school.
- Assess each parish's needs, goals, and resources, and partner with parishes and CSS programs to develop appropriate volunteer opportunities and activities.
- Maintain a master list of parish and parish school volunteer contacts, and cultivate relationships with faith-based organizations and other community partners.

Volunteer Recruitment & Coordination

- Work with CSS staff to identify volunteer needs and recruit volunteers to meet those needs; accompany volunteers on projects as needed.
- Maintain ongoing relationships with CSS staff and volunteers, and build a culture of appreciation, including leading annual efforts such as National Volunteer Week.
- Communicate with Lincoln-area volunteers about new opportunities, CSS events, and celebrations.
- Offer volunteer orientations and work with the Marketing & Development team on onboarding videos and volunteer swag.
- Represent the agency and cultivate partnerships with schools, businesses, and community organizations, and attend volunteer-focused community events, seminars, and trainings.



- Assist in applying the agency's development model to cultivate volunteers and donors, and collaborate with the Lincoln Family Support Services team on seasonal giving programs.

Essential Functions: Marketing & Content Support

- Assist the Marketing & Development team in creating on-brand content — digital, print, and social — including pulpit talks, bulletin content, newsletters, and other materials.
- Help manage assigned CSS social media accounts and engage with followers to build brand awareness for parish and volunteer engagement efforts.
- Support website updates related to parish engagement and volunteer content, helping keep pages accurate, current, and on-brand.
- Provide light Bloomerang (CRM) support as needed, such as building or proofreading online forms and email communications, and assisting with related data entry or reports.

Administrative, Reporting & Agency Support

- Manage the volunteer database and related digital assets, including applications, background checks, Safe Environment Training, insurance documentation, annual renewals, timekeeping, event photos, and training materials.
- Maintain CSS promotional materials, in collaboration with the Marketing & Development team, for presenting to schools, parishes, businesses, and community organizations.
- Complete monthly reports ensuring volunteer hours are collected and submitted.
- Represent, communicate, and integrate authentic Catholic Social Teaching in every presentation of CSS's mission.
- Maintain a work schedule that maximizes availability to staff, parishes, and volunteers.
- Participate as an active team member of CSS; perform other job-related duties as assigned.

Preferred Competencies:

Strong communication skills, written and verbal, including comfort speaking to parish and community groups; relationship building and account management across diverse parish and community stakeholders; strategic and creative thinking, particularly in growing a new program; organization and self-motivation; and teamwork, leadership, and accountability.

Qualifications:

A bachelor's degree in marketing, business administration, communications, or a related field; or one to three years related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk, and hear. The employee must regularly lift and/or move up to 25 pounds.



Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is usually moderate.