



OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site: www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for a **CHAPEL & EVENTS ASSISTANT** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION: ***Chapel and Events Assistant***

POSITION STATUS: Part-time, Non-Exempt

SUMMARY: The Chapel and Events Assistant provides administrative support to the Chapel Director and Hospitality Coordinators. **Chapel Logistics:** Works collaboratively to prepare, communicate and coordinate various elements of all regular and special chapel events. (e.g... orders of service, announcements, release forms, faculty/staff communion servers, student roles.) Responsible scheduling all weddings at the chapel, informing couples of OST's wedding policies, scheduling initial consultations and tours. Responsible for all communications from initial consultation up to the day of the wedding. Responsible for recording wedding paperwork at Blessed Sacrament Church. Responsible for unlocking the chapel two hours before the wedding, clean up and lock up afterwards. Assists in coordinating and hosting chapel speakers who have been invited by an academic department or others. Assists the Chapel Director and staff in the planning of the chapel schedule and services and that the Chapel calendar is updated and correct. Responsible for coordinating funerals and other Masses with family members or people responsible for confirming dates and times to ensure their needs are met. Coordinates with Maintenance for assistance with parking and event set ups (e.g., extra chairs/tables). Assists with events at the Whitley Event Center and the Benson Theological Center to ensure guest have a pleasant experience and events go smoothly. **Chapel Attendance Administration:** Establishes, maintains, updates, and communicates chapel attendance records. **Office Support:** Serves as the point person for the Chapel Director's office and Receptionist at the Whitley Event Center providing a hospitable welcoming environment to all guests. Serves as administrative support for the Chapel Director and Hospitality Coordinators, including assistance in managing calendars and preparing correspondence. **General Responsibilities:** Orders Chapel supplies (e.g., hosts and gluten-free hosts, wine, sanctuary candles, palms, flowers for special OST events.) Responsible for taking linens and vestments to be dry cleaned or washed (e.g., tablecloths, chasubles, albs.) Launder once a week the purificators, corporals and towels for the Immaculate Conception Chapel and St Joseph's Chapel. Assist Hospitality Coordinators with events and evening classes at the Whitley Event Center and Benson Theological Center as assigned. Performs other duties as assigned.

WORK HOURS: 4:00 PM – 9:30 PM on Monday, Wednesday, and Thursday; 11:00 AM – 4:00 PM on Tuesday. Must be flexible to work some weekends and evening shifts as necessary.

EDUCATION/SKILLS: Three years of experience in ministry and administrative experience at Parish of Diocesan level. Experience in a customer service environment and/or hospitality setting a plus. High school diploma required. Practicing Roman Catholic in good standing. Demonstrated organization skills with strong ability to deal with details. Strong technical skills using MS Office suite, other computer applications/software and other office equipment. Ability to communicate effectively and positively with students, faculty, staff, and guests. High sense of discretion and confidentiality. Able to work evenings and weekends.

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section
Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer