



ST. FRANCIS OF ASSISI
CATHOLIC CHURCH

St. Francis of Assisi, Frisco, Texas

JOB DESCRIPTION	
Position/Title: Day-Of Event Assistant St. Francis of Assisi Catholic Church, Frisco, Texas	Department: Ministry
Reports To: Ministry and Safe Environment Manager	Date: December 18, 2024
FLSA Status: Non-Exempt Part-Time; day of event support only	To apply, send resume to resume@stfoafrisco.org

General Summary of the Position

St. Francis of Assisi Parish is looking for a hard-working, solutions-orientated, and passionate individual to serve as a Day-Of Event Assistant at St. Francis of Assisi Catholic Church. The role is to provide day-of event support at St. Francis to ministry or group conducting the event. This role is paid per event and is as needed. There are approximately 1-2 events per month and the average duration is 4-6 hours. The Day-Of Event Assistant must understand and support Matthew 28:16-20, the mission of St. Francis of Assisi Catholic Church.

The ideal candidate has a servant's heart, is-customer-centric, organized, gets along with a variety of individuals, can troubleshoot, possess basic technology (IT and AV) skills (training provided).

The hours for this position vary based on events but most occur in evenings/weekends. This position is paid only for events; it does not have regular/consistent hours.

Essential Duties and Responsibilities of the Position

- Maintain a positive, upbeat, solutions-centered, can-do attitude
- Understand and foster the Matthew 28:16-20 mission statement of St. Francis of Assisi
- Be present during event (including set up and tear down)
- Understand the importance of the parishioners, ministries and the community served by St. Francis of Assisi
- Able to support AV needs for events; training will be provided
- Communicate with janitorial staff (and other staff) on needed tasks.
- Capable of physically opening and closing dividing walls in Parish Center (Great Hall, Meeting Rooms)
- Mass chair set up – supervise correct set up of Great Hall for Mass, training will be provided.
- Check kitchen for proper clean up by group.
- Contact Facilities team/ministry manager if any issues arise.
- Secure building after conclusion of event/event clean up.
- Capable of explaining guidelines and rules to event hosts; use basic conflict resolution tactics as needed.
- Fill out Incident Reports as Needed.
- Other duties as assigned.
- Follow up/provide feedback to Ministry Team Manager after each event.



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C A T H O L I C C H U R C H

Knowledge, Skills, Abilities:

- Able to lift 50 pounds, and set up/tear down (i.e. tables, chairs)
- Able to support (work) events that often take place in the evenings and weekends
- Must possess a servant-leadership mindset.
- Must understand the concept of “customer” (guest/parishioner) driven and orientated.
- Must be adept at problem solving and thinking fast.
- Must be adaptable to change quickly and be a very flexible team player.
- Must be able to thrive with minimal supervision.
- Must be Safe Environment “Cleared” through the Diocese of Dallas

Education and Experience:

- 21 years of age or older
- Bilingual (English and Spanish) preferred but not required.
- High School graduate or equivalent