

NAM Coordinator

Job Description

According to the National Apostolate of Maronites By-Laws, the NAM coordinator is responsible for the successful leadership and management of the Organization according to the strategic direction set by the Board of Directors in consultation with the Bishops.

The NAM coordinator performs some or all of the following:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the Organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Organization
- Act as a professional advisor to the Board of Directors on all aspects of the Organization's activities
- In addition to the President of NAM, act as a spokesperson for the Organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board
- Represent the Organization at community activities to enhance the Organization's community profile
- Perform the day-to-day operations of the National Office, which can be located anywhere
- In conjunction with the education Chair, supervise NAM's scholarship applications and awards
- Supervise the receipt and disbursement of all funds of the Organization and shall authorize deposits and withdrawals of all monies under such conditions as shall be imposed by the Board and by an approved budget.
- Maintain up-to-date, true, and accurate financial Records report on the financial standing of the Organization on a monthly, quarterly, and annual basis
- Maintain current records of membership and delegates/representatives
- With the Chairman of Finance, prepare and present to the Board the National Convention Report and the annual financial statements
- Serve as the Convention Coordinator, working in close collaboration with the Bishops, host Pastors, and chairpersons of national and regional conventions, as well as the organizing committees
- Serve as a non-voting member of the Executive Committee
- Actively solicit donations or funding sources
- Perform all other duties as delegated by the Board of Directors and all other duties that customarily devolve for the Office, not specifically mentioned herein
- Plan and coordinate all aspects of the meeting in-person as well as online (send out zoom invites, book hotel conference space, arrange catering, book hotel room block for BOD)

In addition to the above, the NAM coordinator must work with the Bishops regularly.

Qualifications

- Knowledge of Maronite history and heritage
- Understand and believe in NAM's Mission
- Computer skills in Microsoft programs, as well as web design
- Knowledge of Google Drive (Organization utilizes Google Drive regularly)
- Participate in and understand Maronite traditions and interact with the Maronite Bishops, Clergy, and laity
- Perform efficiently and on-time all aspects of office operations
- Knowledge of convention planning and hotel negotiations
- Previous event coordination experience is a must
- Ability to travel, when needed, throughout the year - Must attend all meetings per year
- Ability to present well to the general public as the face of the NAM.
- Abide by all Catholic teaching and morality and practice the Catholic Faith with sincerity
- Ability to prepare, understand, and present financial reports
- Bookkeeping Ability
- Ability to work independently and as part of a team
- Flexibility to work evenings and weekends as required for events
- Bachelor's degree preferred but not required
- Bilingual, English and Arabic preferred, but not required

Proposed Salary: \$45,000 per annum

For further information or to be considered for this position, please contact:

Father Albert Constantine at (818)416-3839 or fralbertconstantine@gmail.com;

Dr. Dany Sayad at (813)917-4755 or desayad@yahoo.com; or

Diana Ayoub at (310)940-1031 or dsayoub@gmail.com

Note: This job description is a general guideline and may be subject to change to meet the evolving needs of the organization