

## **Position Announcement**

### **Catholic Rural Life**

### **Project Coordinator**

Catholic Rural Life (CRL) is a national, Catholic nonprofit organization dedicated to promoting Catholic life in rural America. Our vision is thriving families, farms, and parishes centered on faith, community, and care of creation. Our work in ethical agriculture and pastoral ministry & outreach supports and builds the rural Church by educating leaders—clergy, religious, and laity.

Today, we advance our mission through four inter-related areas of impact:

- CRL's *Thriving in Rural Ministry* program - Sharing of best practices and leadership development for pastors and deacons serving in rural communities.
- CRL's *Thriving Congregations* - Strengthening lay leadership in parishes and expanding CRL presence throughout rural America.
- CRL's *Ministry in Rural Areas and Small Towns* – Supporting CRL Chapters and developing lay leadership through regional partnerships in rural communities.
- CRL's *Mustard Seed Project* – Sharing stories of faith, hope and transformation in rural communities.

The Project Coordinator is responsible for supporting the Director of Communications and coordinating activities of the Mustard Seed project.

#### **Primary duties and responsibilities include:**

- Support the planning, coordination, and execution of the **Mustard Seed Project**, including story development, content scheduling, and production logistics.
- Assist the Director of Communications in managing project timelines, deliverables, and workflows related to storytelling, media, and outreach initiatives.
- Coordinate with internal staff, contractors, storytellers, clergy, and lay leaders to gather stories, interviews, photos, and other project assets.
- Help develop and prepare content for multiple platforms, including CRL's website, email communications, social media, and print publications.
- Support promotion of CRL programs and initiatives through collaboration on campaigns, events, and storytelling efforts that highlight rural Catholic life.
- Assist with basic editing, formatting, graphic design, and preparation of written and visual materials to ensure consistency with CRL's voice and mission.

#### **Experience and Qualification Requirements**

A successful candidate for this position will have the following:

- Undergraduate or higher degree in communication, graphic design, or relevant field experience.
- Excellent communication and marketing skills.
- Proficiency in software applications, desktop publishing software, and presentation applications. Understanding of web protocols, standards, and technologies.
- Prospective candidates should be a practicing Catholic with desire and ability to promote CRL's mission.

#### **Supervision**

The Project Coordinator will report directly to the Communication Director of Catholic Rural Life. The office is located at the University of St. Thomas campus in St. Paul, MN.

#### **Terms**

The salary for this position will depend upon experience

**Application Process**

Interested applicants should submit a resume and cover letter by March 14, 2026 to Seth Forster, Office Manager at [seth@catholicrurallife.org](mailto:seth@catholicrurallife.org), or mail to Catholic Rural Life, Univ. of St. Thomas, 2115 Summit Ave., Mail #4080, St. Paul, MN 55105. Visit our website at [CatholicRuralLife.org](http://CatholicRuralLife.org).