



LIVING WATERS COLUMBARIUM

Living Waters Columbarium – St. Gianna’s Church

Columbarium Representative

St. Gianna’s Church is looking for a Columbarium Representative who will be responsible for the day to day operations of Living Waters Columbarium, including all sales, marketing and promotions.

This responsibility includes:

- *Being the Sales Representative for the Columbarium*
- *The care and maintenance of the Columbarium*
- *Ordering and managing of inventory*
- *Sustaining and developing memorial programs and opportunities*
- *Participating in the marketing of the columbarium*
- *Promotion and advertising strategies for the columbarium*
- *Developing and maintaining a data base and establish protocol for e-mail correspondence*
- *Communicating with outside media and other churches and dioceses.*

Qualifications:

- *A good understanding of the mission and ministry of the Catholic church*
- *Previous experience in marketing, sales and communication*
- *Strong networking and collaborative skills*
- *Ability to assume administrative responsibility*
- *Able to follow a flexible work schedule and to travel within Winnipeg*

*This is a **full time position** with benefits. If you are interested in learning more about this opportunity, please forward your resume, the names of three references by **January 21, 2019**, to:*

St. Gianna Beretta Molla Roman Catholic Church

Attention: Selection Committee

15 Columbia Drive, Winnipeg, Manitoba R3Y 0R5

E-mail: office@stgianna.ca