

## **Community Life Coordinator**

***Support a compassionate, faith-centered residential community for the Dominican Sisters of Peace in Columbus, Ohio***

### **About the Role**

We are seeking a caring, organized, and relationship-centered Community Life Coordinator to support an environment where Dominican Sisters thrive in community life and mission. In this role, you will build trusted relationships with resident Sisters, coordinate community schedules and events, collaborate with onsite staff and leadership, and help ensure residents are connected to the right resources when needed. This is a meaningful opportunity for someone who values hospitality, dignity, and service—especially in a community rooted in the Catholic and Dominican tradition.

### **Why This Role Matters**

This position plays an important part in supporting the day-to-day life, dignity, and well-being of resident Sisters. If you are a compassionate coordinator who values service, community, and meaningful work, we encourage you to apply.

### **What You'll Do**

- Build warm, respectful, professional relationships with resident Sisters
- Help foster a peaceful, welcoming community for Sisters, staff, families, and guests
- Serve as an approachable point of contact for questions, concerns, and problem-solving
- Communicate calendars, schedule updates, and shared activities
- Coordinate community programs such as retreats, guest speakers, workshops, and gatherings
- Help plan celebrations, milestone events, and monthly resident meetings
- Support new resident orientation and existing resident transitions to community resources
- Partner with staff and leadership to support resident well-being and community needs
- Help connect residents with appropriate outside providers/services when needed and authorized
- Maintain confidential records and documentation
- Communicate health/safety or risk concerns according to policy
- Accompany residents to appointments or urgent care/emergency services when required by policy

### **What You Bring**

If you are someone who combines compassion with strong follow-through, you listen well, communicate clearly, and can stay calm and professional in sensitive situations, then we are looking for you to join our community!

*We're looking for someone with:*

- Respect for vowed Religious Life in the Catholic and Dominican tradition
- Strong interpersonal skills, including empathy, boundaries, and professionalism
- Ability to build trust with older adults and a diverse resident community
- Strong organizational skills and the ability to manage multiple priorities
- Clear written and verbal communication skills
- Ability to work independently while collaborating across departments
- Conflict resolution and de-escalation skills
- Good judgment, discretion, and confidentiality

### **Preferred Background**

Education or training in gerontology, pastoral care, counseling, social work, spirituality/wellness, holistic elder care, education, communication, or a related field is helpful.

Experience in any of the following is also valued:

- Senior living or residential services
- Hospitality or resident relations
- Pastoral care, parish ministry, or social services
- Community program coordination

**Tools & Work Requirements**

- Comfort using email, calendars, word processing, and spreadsheets
- Ability to maintain accurate records and coordinate across teams
- Reliable attendance, with occasional evenings/weekends
- Valid driver's license
- Ability to move throughout a large residential facility during the day
- Ability to sit, stand, and occasionally bend for extended periods; travel to other locations as needed

Salary Range: \$74,000 - \$92,000

Work location:

Dominican Sisters of Peace  
Columbus Motherhouse  
2320 Airport Drive  
Columbus, Ohio 43219

To apply: email your resume to [Jennifer.dixon@oppeace.org](mailto:Jennifer.dixon@oppeace.org)