SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Coordinator – Trinity Woods

Date: 7/17/2026

Location: Trinity Woods - Milwaukee, Wisconsin

Department: Community Coordinator

General Summary: The School Sisters of Notre Dame (SSND) Community Coordinator ministers to the sisters in residence at Trinity Woods. The Community Coordinator is responsible for seeing that the needs of the sisters living at Trinity Woods are met. The Community Coordinator collaborates with the other Community Coordinators, the Provincial Council, SSND Finance Office, SSND Transportation Office, Trinity Woods administration, Trinity Woods staff, and families of the Sisters.

Essential Duties and Responsibilities:

- Perform duties in a manner that is consistent with the mission, values, and policies of the SSNDs.
- Promotes and facilitates community life for SSNDs by welcoming and transitioning sisters to Trinity Woods assisted living and skilled care, encouraging group participation at events, and engaging in activities offered.
- Serves as a pastoral presence listening to the sister's stories, concerns, and questions.
- Advocates in a variety of ways to get sisters' needs met.
- Visits with sisters, celebrates their birthdays and helps them recognize the time to transition to another level of care as well as helps plan their funeral.
- Plans special days (House Jubilees, Advent, Christmas, Lent Easter, Foundation days, Mother Theresa days, national holidays etc.)
- Leads monthly floor meetings.
- Handles finances for the sisters as needed or finds assistance to help manage finances.
- Assists with community budgets.
- Orders incontinent products and buys clothes/shoes for sisters as needed.
- Shops for miscellaneous items as needed.
- Sets up medical appointments.
- Visit sisters if they are in the hospital.
- Offers companionship for sisters to doctors, dentists, and shopping visits as needed.
- Follows up on emergency medical visits occurring during business hours.
- Coordinates volunteer drivers and/or transports sisters to necessary appointments and destinations.
- On call after business hours to accompany sisters to the emergency room as needed.
- Coordinates on call schedule with volunteers; taking the on-call during the nights and weekends.
- Helps sisters with everyday IT issues.
- Performs other duties as assigned.

Education and Experience

- Bachelor's degree in social work, relatable faith-based degree or healthcare degree preferred
- Experience working in a religious setting or having a religious background is preferred

Experience, Knowledge, Skills

- Interest and desire to work with our senior sisters, preferably having a background in social work, social services, and/or elder care
- Understanding of aging process, issues of diminishment, and dementia
- Flexibility and patience, sense of humor and cheerfulness

- Strong organizational skills
- A desire and ability to learn more about School Sisters of Notre Dame charism and willingness to embrace the SSND mission
- Ability to work on-call

Job Type: Full-time, Exempt, 40 hours per week, Monday-Friday

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, 403b Benefits, Paid-time-off and Holiday Pay

If you are interested in this position, please complete an application.

If you have any questions, contact:
Sheena Kuehnle, Human Resources
Phone Number: 314-633-7017
Email: skuehnle@ssndcp.org