



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Family Counselor / Administrative Coordinator**

**Opening Date:** April 16, 2018

**Location of Job:** Mt. Calvary Catholic Cemetery

**Location Address:** 333 SW Skyline Blvd., Portland, Oregon 97221

**Position:** Full Time

**Position Summary:** Archdiocesan Catholic Cemeteries and Mortuaries Corporation has an opening for a full time family counselor / administrative coordinator. This position assists families with cemetery arrangements and performs all general office functions as needed. The position of Family Counselor is not a passive position.

### **Job Duties:**

1. All counselors assist people in the Catholic community in making both at-need and pre-need arrangements by being productive in pre-arrangements sales
2. Assistant has the responsibility for recording all cemetery transactions including asset management, lot ownership and interment records
3. Assistant works with the Director and office staff to ensure ongoing compliance with state and internal record keeping requirements
4. Coordinator works to ensure all needed forms, supplies and resources are available to grounds and office personnel
5. Responsibilities include administrative assistance to the Director as time allows and month end reconciliation of transactions and interment recording

### **Skills Required:**

1. Excellent organizational and communications skills
2. Excellent computer skills
3. Excellent verbal skills

4. High level of accuracy and attention to detail
5. Problem-solving, discretion, and interpersonal skills needed
6. Teamwork is required
7. Ability to honor and maintain confidentiality
8. Ability to work flexible hours as necessary, including weekends
9. Must be capable of expressing empathy for bereaved families

**Education / Experience:**

1. Required: valid Oregon Driver's license
2. Required: two years of college education and knowledge of Catholic funeral rites
3. Preferred: working knowledge of State Cemetery Laws
4. Preferred: two to five years of cemetery experience
5. Preferred: bi-lingual in Spanish or Vietnamese

**To apply, please send resume and cover letter to:**

Tim Corbett, MBA

Director of Cemeteries for the Archdiocese of Portland in Oregon

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