



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Parish Community Relations Coordinator**

**Opening Date:** October 19, 2017

**Closing Date:** November 3, 2017

**Location of Job:** St. Joseph the Worker Church

**Location Address:** 2400 SE 148<sup>th</sup> Ave., Portland, OR 97233

**Position:** Part Time (24 hours/week)

### **Position Summary:**

St. Joseph the Worker parish is in SE Portland. We are a vibrant and growing parish with 1000 families. Our newly remodeled church will be ready by Christmas 2017.

The Parish Community Relations Coordinator will work with parishioners and ministry leaders to develop relationships between all groups within the parish.

### **Job Duties:**

- 1- Implement our framework plan that includes our mission, initiatives and priorities
- 2- Facilitate our stewardship and fund raising efforts
- 3- Develop and implement a robust communication plan for the parish
- 4- Coordinate parish enrichment programs

### **Preferred Skills and Education:**

- 1- The successful candidate will be an active member of the Catholic community
- 2- Possess at least 2 years of recent successful experience in program management
- 3- BA degree or equivalent in related field
- 4- Demonstrated ability to build relationships
- 5- Willingness to work some evenings and weekends

**If you are interested in this position, please submit a resume and cover letter to Cathy Keathley, Business Manager, [cjvkeathley@comcast.net](mailto:cjvkeathley@comcast.net) by Friday, November 3, 2017. Please feel free to contact Cathy at 503-761-8710, ext. 103 if you have any questions about this position.**