



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: NURSERY COORDINATOR

Opening Date: January 9, 2018

Location of Job: St. Ignatius Catholic Church

Location Address: 3400 SE 43rd Avenue, Portland, Oregon 97206

Position: Part Time (5 hours / week)

Position Summary: The Nursery Coordinator will oversee implementation of St. Ignatius Nursery program, including the management and training and formation of volunteers.

Job Duties:

Being expected to manage a program that impacts the parish organization and ministries.

Qualifications:

1. Over 21 years of age
2. Bachelor's degree preferred
3. A person exhibiting Catholic faith and commitment, training and experience in working with young children
4. Satisfactory passing background check
5. Good social and communication skills
6. Qualified candidate will be dependable, able to function independently and handle complex responsibilities

Please submit cover letter and resume, with references to: tauerbach@sipdx.org or

St. Ignatius Catholic Church
Attn: Tina Auerbach
Nursery Coordinator Application
3400 SE 43rd Avenue
Portland, OR 97206.