



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

**POSITION TITLE: Coordinator of Youth, Young Adult and Outreach Ministries**

**Opening Date:** March 8, 2018

**Location of Job:** Ascension Catholic Church

**Location Address:** 743 SE 76<sup>th</sup> Avenue, Portland, Oregon 97215

**Position:** 25-40 Hours / Week, Depending on Experience

**Position Summary:**

Ascension Catholic Church in Portland, Oregon is hiring a new Coordinator of Youth, Young Adult, and Outreach Ministries starting July 1st, 2018.

**Job Duties:**

- Substantial interaction with parishioners
- Coordinating of ministry teams

**Skills/Education:**

- Be energetic
- Be a team player- kind, patient and confident
- Be detail oriented
- Be highly organized
- Possess great communication skills
- Be a practicing Catholic and possess good knowledge of the Catholic faith
- Bi-lingual in Spanish and English preferred

- Experience nurturing and developing youth leaders recommended
- Experience supervising volunteers recommended
- Experience with retreats, event planning and service projects helpful
- Two or more years of experience working with youth is a plus
- A bachelor's degree or equivalent life experience required

**Resumes may be sent via email or hardcopy to:**

Ascension Catholic Church  
743 SE 76th Ave  
Portland, OR 97215  
503-256-3897  
email: [sgrigar@ascensionpdx.org](mailto:sgrigar@ascensionpdx.org)

If a more extensive job description is desired prior to applying, please contact:

Sharon Grigar, Pastoral Associate:  
[sgrigar@ascensionpdx.org](mailto:sgrigar@ascensionpdx.org)