



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

**POSITION TITLE: DIRECTOR OF RELIGIOUS EDUCATION AND
ADULT FAITH EDUCATION**

Opening Date: February 28, 2018

Location of Job: St. Mary, Star of the Sea Church

Location Address: 1465 Grand Avenue, Astoria, Oregon 97103

Position: Part Time

Position Summary: St. Mary, Star of the Sea Catholic Church in Astoria in Oregon is seeking applications for a part-time job position for Director of Religious Education (DRE) and Adult Faith Education (DFE) beginning June 1, 2018.

Job responsibilities include, but are not limited to:

- Be a professional Catechetical leader, recruiter and trainer, a DRE/DFE, among other duties and responsibilities
- Administrate, design, oversee and execute catechetical and adult faith education programs and activities to assist children, adolescents, adults and families of the parish community in their faith growth and social action

Position Requirements:

- Practicing Catholic with thorough knowledge and understanding of Catholic teachings, practices and organizational structure

- Demonstrate skills and qualifications in Bachelor/Master's Degree in Theology/Pastoral Studies or Religious Education or related field
- Have relevant parish/institutional experience in Catechesis, religious education/faith formation
- Possess computer literacy (including social media) and ability to learn and manage parish Data System Program
- Have communication skills and have team-player oriented skills

Please submit application with a CV, accompanied by a cover letter of interest showing how your skills, qualifications, collaboration and experience will fit in and drive results for our parish needs and expectations, and which are in alignment with the Catholic Church and policies and guidelines of the Archdiocese of Portland. Also include a copy of any document, award, or certificate which may be of a value, and two references with their contacts.

Qualified candidates should mail or email applications on/before March 30th, 2018 to:

St. Mary, Search Committee
1465 Grand Avenue
Astoria, OR 97103
Email: amyr@stmaryastoria.com