



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Children's Faith Formation Coordinator

Opening Date: position start date 1/4/2021 at the latest

Closing Date: 11/19/2020

Location of Job: St. Clare Parish

Location Address: 8535 SW 19th Ave, Portland, OR 97219

Position: Part-time, approximately 20 hours/week 10 months/year, weekends and some evening work required

Position Summary: Are you energized by sharing your faith with children and youth? Are you interested in designing new programs and evaluating curricula? Do you enjoy the recruitment and training of volunteers? If you answer yes to these questions, then our part time position of Faith Formation Coordinator may be exactly the job that you are seeking!

Primary Responsibilities: The Children's Faith Formation Coordinator will work in collaboration with the Pastoral Associate on Sacramental Preparation for children ages infant through High School. Areas of responsibility will include program and curriculum development, recruitment and training of volunteers, and supervision of ongoing programs. The Coordinator will also serve as a resource for the preschool and school faculty and students.

Minimum Qualifications: Bachelor's Degree, preferably in Education, Theology, Pastoral Ministry or related field.

Physical Demands: While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to Shelley Worrell at shelley@saintclarechurch.org to apply.