



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Coordinator for Office of Single and Married Young Adults

**Opening Date:** 11/10/2021

**Closing Date:** Until Filled

**Location of Job:** Ascension Catholic Church

**Location Address:** 743 SE 76<sup>th</sup> Ave. Portland, OR 97215

**Position:** Full Time; 40 hours per week

**Position Summary:** This position will accompany and assist single and married young adults in their life in Christ. Develop, promote, and provide programming for local Catholic College Students and for single and married young adults at the parish. Support newlyweds and new parents through programming and accompaniment and be the parish contact for couples in Marriage Preparation. Coordinate Baptisms, and schedule and promote Natural Family Planning.

## **Primary Responsibilities:**

1. Recruit, train, support, and accompany young adult leaders
2. Develop a prayer team for Young Adult Ministry
3. Maintain social media communication and presence
4. Serve as liaison between groups and parish staff/facilities
5. Help problem solve challenges in the groups
6. Plan and Develop College Campus and Young Adult Ministry:
  - a. (Network, Onsite Events—such as, Social, Bible Study, Peer Ministry, Prayer Service, Service Projects: For Warner Pacific, PCC, and Parish)
7. Coordinate Marriage Support and Activities for Young Couples
8. Oversee Baptismal Preparation
  - a. (Relation-Building Reminder Calls, Welcoming and Networking, Available to Teach as needed)
9. Baptisms

- a. (Prepare Certificates, Coordinate Baptismal Event, Record Baptisms and
- b. File paperwork, and Input into Database.)
10. Baptism Follow-up
  - a. (Follow up calls and emails to invite to at least three different young parent or couple events, Monitor and communicate when children come to faith-formation age.)
11. Young Parents:
  - a. (Parent small-group sharing/support, e.g. MOPS, Parenting Class, Religious Education ideas for Pre-K,
12. Wedding Coordinator:
  - a. (Rehearsal and Day of, Network with family and guests)
13. Natural Family Planning (NFP)
  - a. (Be familiar with NFP, Schedule Regular NFP training for the parish, Promote NFP)
14. Establish and maintain calendar of events for above programs
15. Manage the budget and maintain current and accurate records
16. *(Eventually: Marriage Preparation Coordination--Witness to Love Program*
17. Attend Staff Meetings and collaborate with all-parish events
18. Perform other duties as assigned

**Minimum Qualifications:** Practicing Catholic, Maintains a life of prayer, Dynamic, Creative-thinker, Knowledgeable of the Catholic Faith, Skilled active listener, Experienced in conflict resolution, Able to work independently and with teams, Proficient with computers and database, Organized and able to meet deadlines and manage a variable schedule, Leadership skills, Basic Spanish and English required, Strong writing skills in at least one language, Able to communicate by phone professionally, Comfortable with group public speaking, and Able to maintain a strict level of confidentiality about church, parish-business, and parishioners.

**Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Must be able to lift and move items up to 30 pounds.

To apply for this position please email your resume to Sharon Grigar at [sgrigar@ascensionpdx.org](mailto:sgrigar@ascensionpdx.org). Please note in the Subject Line: Resume for Coordinator for Office of Single and Married Young Adults