



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** K-8 Coordinator

**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:** Part-Time; 19 hours per week with potential for growth

**Position Summary:** The K-8 Coordinator will oversee the planning, formation, and execution of parish life for K-8 parishioners and their families at a medium-large diverse Catholic Church (principally Spanish and English). This will include coordinating, recruiting, and training volunteers and catechists for faith formation, a middle-school youth group team, and other smaller ministries.

## **Primary Responsibilities:**

1. Children's Faith Formation K-8 (Religious Education)
  - a. (Have primary responsibility to recruit, train, coordinate volunteer catechists.)
2. Sacramental Preparation and Record keeping.
3. 1<sup>st</sup> Reconciliation
4. Oversee Middle School Youth Group Program and Coordinate Youth Group Team
  - a. (Have primary responsibility to recruit, train, coordinate volunteer Youth Team)
5. Children's Liturgy of the Word
  - a. (Have primary responsibility to recruit, train, coordinate CLOW
  - b. volunteers on Sundays)
6. Vacation Bible School
  - a. (Plan and develop a VBS involving children, teens, parents, and staff.)
7. Community Events for Children
  - a. (E.G. Easter Egg Hunt, Mardi Gras, Día de los Niños)

8. Family Retreat
  - a. (Plan and oversee a retreat for families in Faith Formation)
9. Pre-school Aged Events
  - a. (Develop and plan.)
10. Establish and maintain calendar of events for above programs.
11. Manage a budget and maintain current and accurate records.
12. Safe Environment Training/Presentations and Record Keeping
13. Work cooperatively with other staff members.
14. Perform other duties and tasks, as assigned.

**Required Knowledge, Skills and Abilities:**

1. Active member of a Catholic Parish
2. Demonstrated ability to work well with groups, administer programs, and relate to a wide variety of people and situations
3. Experienced in leadership, organizing, public speaking, and interacting with new people
4. Friendly, Welcoming, Energetic
5. Works well independently and as a team player
6. Proficient with computers and database
7. Able to maintain professional and friendly decorum under pressure
8. Able to meet deadlines
9. Able to flourish in a multicultural and bilingual setting
10. Basic Spanish and English required
11. Strong writing skills in at least one language
12. Able to accommodate a flexible work schedule for daytime and evening events and programs

**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 send resume to Sharon Grigar at [sgrigar@ascensionpdx.org](mailto:sgrigar@ascensionpdx.org). Please note in the Subject Line: Resume for K – 8 Coordinator.