



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Coordinator of Mission and Outreach

**Opening Date:** 06/30/2022

**Closing Date:** When filled

**Location of Job:** 601 W Burnside St, Portland, OR 97209

**Position:** Full-time, exempt, benefits eligible

**Position Summary:** St. Andre Bessette is searching for a Coordinator of Mission and Outreach. The Coordinator of Mission and Outreach supports the Pastor in his labors to fulfill the Mission of the Parish which is to "proclaim Christ's healing compassion in downtown Portland". Working with the Pastor, the role of the coordinator is to cultivate and maintain a culture of service that is Christ-based and Spirit-driven, and to do so with all those who give of their time in service of the Parish Mission. To this end, the coordinator will provide faith-based direction and supervision for all who assist at the

## **Essential Functions/ Primary Responsibilities:**

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. *The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.*)

- Ensures the development and implementation of a comprehensive public relations and communications plan. Relates with parish leadership, parishioners and staff; local civic and business leaders and area residents.
- Collaborates with the pastor in handling public relations and communications activities for the parish community. Specific duties include:
  - a. Writing monthly parish news bulletins for distribution through the parish.
  - b. Prepares and presents quarterly reports for the business manager, pastor, and Parish Advisory Council.
  - c. Assists the Parish Advisory Council as requested by the pastor.

- Designs, implements, and coordinates a robust volunteer program for volunteers and parishioners, interviewing individuals to determine how to best utilize each person's talents, obtaining regular assistance for staff, matching interests and needs, and recruiting parish spokespersons.
- Research and assist with writing grant proposals that support segments of the parish's long-range plan. Assist the business manager, pastor, and other appropriate personnel in cultivating relationships with major local foundations.
- Maintains a level of knowledge and skills required by professional reading, attendance at workshops or conventions, and participation in professional organizations.
- Organizes committees to handle events as needed.
- Participates in Archdiocesan in-services as requested by the pastor.
- Maintains a strict level of confidentiality on all matters relating to parish/parish business.
- Performs other work-related duties as requested by the business manager or pastor.

**Qualifications:**

- Bachelor's Degree in Communications, Finance, Public Relations and /or marketing or an equivalent combination of education and experience om a comparable field.
- 3 – 5 years' experience in a comparable position.
- Prefer 2-4 years experience working with a nonprofit or religious organization.
- Prefer practicing catholic with thorough knowledge and understanding of Catholic teachings, practices, and organizational structure.
- Valid driver's license required.
- Bilingual in Spanish preferred.
- Excellent verbal (including oral presentations) and written communication skills.

**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. Lifts and moves items up to 20 pounds.

**Job Conditions:** The position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

**Please send your resume to Human Resources at [hr@archdpdx.org](mailto:hr@archdpdx.org) to apply.**

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

