



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Administrator of Faith Formation Program

Opening Date: Immediate

Closing Date: When Filled

Location of Job: Sacred Heart Catholic Church

Location Address: 927 N. Coast Highway, Newport, Oregon 97265

Position: Part-time, Non-Exempt

Position Summary: Sacred Heart Church is seeking a part-time Administrator of the Faith Formation Program. Our parish consists of over 250 households.

Primary Responsibilities:

- Utilize parish recordkeeping software (Parish Soft).
- Assist in ordering materials for classes.
- Prepare registration packets and process registrations and fees.
- Monitor class and Mass attendance and sacrament requirements, including community service.
- Prepare certificates of sacraments and provide lists for recording of sacramental records, and provide notifications to other parishes of received sacraments.
- Armatus Administrator: Request background checks, provide training for volunteers, children and families; enter data and statistics. Attend "Train the Trainer" program with the Archdiocese. Maintain the database and keep volunteers and employees up to date on requirements. Present any classes needed, and prepare end of year letter to the Archbishop.
- Manages, or assists with the management of the budget for religious education programs.
- Maintains current and accurate Religious Education Program records.
- Assist the Priest with any preparations needed for the reception, etc.

- Safety responsibilities include fire extinguishers and AED checks monthly, schedule and lead safety meeting quarterly, restock first aid kits, and order AED battery as needed.
- Serves as ex-officio member of the Pastoral Council

Required Knowledge, Skills and Abilities:

- Must be a practicing Catholic in good standing with the church. Be or become a regular attendee of Sacred Heart Newport.
- Ability to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Bilingual and bicultural in Spanish and English preferred
- Must be flexible, creative and responsible.
- Working knowledge of liturgical rites for different occasions (e.g. 1st Reconciliation, Easter Vigil, and Confirmation).

Minimum Qualifications:

- Administrative experience
- Religious Education or related field is desired
- Practicing Catholic
- Valid driver's license
- Demonstrated ability to administer programs and relate to a wide variety of people.

Working Environment:

Work is performed in a church or office setting, under continual, tight deadlines. Position encounters frequent new and varied work situations. Position operates independently with minimal supervision.

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 20 pounds.

Please send resume and cover letter to office@sacredheartnewport.com or mail to P.O. Box 843, Newport, OR 97365 to apply.