POSITION TITLE: 1st – 5th Grade Faith Formation Coordinator

Opening Date: December 6, 2019

Closing Date: when filled

Location of Job: St. Pius X Catholic Church

Location Address: 1280 NW Saltzman Rd, Portland, OR 97229

Position: Part-time, 10-15 hours per week

Position Summary: 1st-5th Grade Faith Formation Coordinator: Coordinator will run weekly faith formation classes for 1st-5th grade children, including Sacramental Preparation (September-May), coordinates VBS in June, with opportunities for additional programming/events. This position will work approximately 10-15 hours per week and must be available to work Sundays and some holidays. This is a bi-lingual position – communication with both the English and Spanish speaking community is required.

Primary Responsibilities:
- Work with Faith Formation/Youth Ministry staff on calendaring and curriculum
- Outline curriculum and activities (retreats, service projects, etc.) for the ministry year
- Connect with Faith Formation/Pastoral staff and St. Pius X School staff in supporting Sacramental Prep in school
- Recruit and train volunteer catechists and helpers, ensure all volunteers are up to date on Background Checks and CASE Training
- Work with pastoral staff to provide appropriate parent ministry as needed
- Works with pastoral staff and Faith Formation Commission as needed to grow ministry and provide fluid ministry transitions to families and parishioners
• Communicate clearly with families regarding program updates, reminders, requirements, some additional assistance in office with families that need assistance in Spanish.

**Administrative and or Program Responsibilities:**

• Secure all supplies for above programs
• Maintain budget as determined by Admin staff/Council and Faith Formation staff
• Effective communication to co-workers, catechists, volunteers and families regarding program updates, etc.
• Attend Staff /Faith Formation meetings and parish events as needed
• Provide on-going evaluation of above programs in collaboration with pastoral staff and Faith Formation Commission
• Perform any duties as requested by the Pastor/pastoral leadership

**Other:**

• Primary work hours are Sundays (9am-2pm) for set-up, facilitating programing and clean-up
• Parish office hours – days/times to be coordinated with Director of Faith Formation (likely two 5 hour days/week).

**Communication:**

Communication is made with others both inside and outside the organization, either by telephone, email or in person. In some situations confidential/sensitive matters necessitating discretion will occur. Prompt communication is key to success of programming.

**Required Knowledge, Skills and Abilities:** Coordinator must show excellent verbal, written, and translation communication skills. Individual must also be able to be creative, use independent judgment and take action to solve problems and function as a team member. Service orientation, organizational and public relations skills, and ability to negotiate are important. Position requires highly developed interpersonal skills and ability to maintain confidentiality.

**Minimum Qualifications:**

• Minimum of 2 years’ experience in a diocese or parish or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described functions
• Fluent in Spanish
• Desire and ability to work with children
• Ability to work both independently and as a member of a pastoral team
- Active member of Roman Catholic parish faith community and willing to participate with St. Pius X families in their faith practice
- Proven leadership and organizational skills
- The ability to communicate and work well with a wide variety of personalities, and as part of a team within the parish community

**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 30 pounds.

**Job Conditions:** Work is performed both in a weekend programming setting along with office hours. Office hours will be used planning programming, communicating with volunteers, families and staff. Office hours will be on consistent days and times determined by employee and supervisor prior to start date. Employee is required to attend weekend programing, occasional evening programing and regular office hours with computer work and office functions. Employee must be able to be actively moving at programming and events as well as spend periods of time in office as needed.

**Please send resume and cover letter to Michelle Schleh at mschleh@stpius.org to apply.**