POSITION TITLE: Coordinator of Social Justice Ministry

Opening Date: 09/19/2019

Closing Date: When Filled

Location of Job: St. Charles Church

Location Address: 5310 N.E. 42nd Avenue, Portland OR 97213

Position: Part Time (25 hours per Month)

Position Summary:
St. Charles Church seeks a coordinator of Social Justice Ministry. This part time position is a great fit for you if have a passion for justice, are well-versed in the principles of Catholic Social Teaching, can empower parishioners to embrace and act on the social mission of the Gospel, and can work in a collaborative ministry environment.
For complete job description go to stcharlespdx.org/job-opening.

Primary Responsibilities:
This position will serve the Parish by facilitating, motivating, recruiting, and encouraging the ministry of social justice and community engagement. The person in this position will have the responsibility to raise awareness of and educate parishioners in the principles of Catholic Social Teaching and their application to prevalent and pertinent issues in the community. This person will develop, sustain, and engage a "Social Justice Committee" comprised of willing parishioners. The Committee will act as the lead agent in determining the specific initiatives and projects of social justice ministry for the parish. They will do this in collaboration with other ministries of the parish, and with our neighborhood partners including MACG, Living Cully, CCHD, and others.

Required Knowledge, Skills and Abilities:
- Define problems, issues, strategies and coordinate parish actions.
• Facilitate meetings, trainings and other such programs.
• Exercise excellent verbal and written communication skills.
• Demonstrate strong interpersonal, time management, and prioritization skills.
• Effectively steward budgeted dollars and grant monies for specific projects.
• Give appropriate attention to detail, organization and planning.
• Work independently and exercise sound judgment and problem solving.

Minimum Qualifications:
A practicing Catholic and willing to be a member of our Parish. A working knowledge of Catholic social teaching and its application to real life issues. Ability to teach others about Catholic social teaching. Ability to work as a team member. Ability to draw leadership out of others and to work collaboratively in decision making. Interpersonal skills one on one and in groups. Ability to keep confidences. Commitment to the unity and mission of the Church. Adequate computer and digital communication skills. A valid driver’s license. Pass a background check. Bi-lingual language skills (English/Spanish) preferred.

About St. Charles Church:
St. Charles Catholic Church describes itself as welcoming, diverse, and progressive. We value celebration of the Eucharist, community, and social justice, community outreach, collaborative leadership, and spiritual development. The parish is diverse in thought, ethnicity, and age.

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 15 pounds.

Please send resume, cover letter, and three references to Leif Kehrwald, lkehrwald@stcharlespdx.org to apply.
Questions about the position, contact Leif Kehrwald at lkehrwald@stcharlespdx.org or 503-281-6461.