



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Events Coordinator

Opening Date: November 9, 2021

Closing Date: Until Filled

Location of Job: Ascension Catholic Church

Location Address: 743 SE 76th Ave Portland, OR

Position: Part Time; 8 hours per week plus events

Position Summary: The Events Coordinator will oversee the planning and execution of parish welcoming, community-building, and fundraising events at a medium-large diverse Catholic Church. Empower and support volunteers and maintain a database of parishioner skills and interests.

Primary Responsibilities:

1. Coordinate Welcoming Newcomers
2. All Parish Community Building Events:
3. Coordinate Established and New Monthly-Fundraisers and Community-Events:
4. Coordinate a Fundraising Team
5. Maintain List of Parish Volunteers
6. Stewardship Follow-up/Ministry Sign-up
7. Adoration Coordinator
8. Assist with Parish Retreats
9. Assist with Funeral Receptions

Qualifications:

Active Catholic, Welcoming, Friendly, Energetic, Team-player, Organized, Proficient with computers and database, Able to maintain professional and friendly decorum under pressure (i.e.,

leading up to and during events), Leadership skills, Able to meet deadlines, Able to flourish in a multicultural and bilingual setting, Basic Spanish and English required, Strong writing skills in at least one language, Experienced in event planning.

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 email your resume and cover letter to Sharon Grigar at sgrigar@ascensionpdx.org. Please note in the subject line: Resume for Events Coordinator.