



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Director of Religious Education/Catechist

Opening Date: 5/28/2021

Closing Date: When Filled

Location of Job: St. Alice Catholic Church

Location Address: 1520 E St, Springfield, OR 97477

Position: Full time, benefits eligible

Position Summary: The Director of Religious Education/Catechist provides leadership in the design, implementation, and administration of religious education programs for children and families under the supervision of the Pastor.

Primary Responsibilities:

- Assists Lead Catechist in St. Alice Education Center Day Program for 3 hours per day, M—F.
- Establishes and coordinates Catechesis of the Good Shepherd Levels Toddler, I, II, and III.
- Recruits, motivates, and coordinates training of catechists.
- Coordinates sacramental preparation for children from birth to age 12.
- Maintains accurate sacramental records.
- Establishes and maintains calendar of classes, trainings, activities, and events.
- Manages the budget for religious education programs.
- Maintains current and accurate religious education program records.
- Serves as ex-officio member of Pastoral Council.

Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Contacts are usually made with others both inside and outside the parish, at own initiative, and frequently involve confidential/sensitive matters.

Required Knowledge, Skills and Abilities:

- Proven skills in the areas of communications and administration.
- Ability to successfully manage and train staff and volunteers.
- Ability to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Must be flexible, creative, and responsible.

Minimum Qualifications:

- Bachelor's Degree in Theology or Religious Education, or equivalent substantive work experience involving program administration and teaching.
- Has completed Level I catechist formation for Catechesis of the Good Shepherd with the ability to complete Levels II and III.
- Montessori training preferred.
- Spanish language skills preferred.
- Practicing Catholic required.
- Valid driver's license required.
- Demonstrated ability to work with groups, administer programs, and relate to a wide variety of people.
- Ability to articulate philosophy and theology of parish religious education program in specific areas of responsibility.

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 Peg Ries at pries@archdpdx.org to apply.