



ASCENSION CATHOLIC CHURCH

Position Title: Coordinator for Office of Single and Married Young Adults

Opening Date: November 7, 2025

Closing Date: Open Until Filled

Location of Job: Ascension Catholic Church

Location Address: 743 SE 76th Ave., Portland, OR 97215

Position: Full Time, Non-Exempt, Benefits Eligible,

Ascension Catholic Church: A Center for Life in Christ.

We are a unified, diverse community of imperfect people- both young and old-working at growing in faith and holiness. We want to strive to be neighborly, welcoming, friendly, spiritual, and generous in putting our faith in action. At the heart of all our programming and events is Christ, who became one of us to lead us to union with God and our neighbors.

Position Summary:

- Accompany and assist single and married young adults in their life in Christ.
- Develop, promote, and provide programming for local Catholic College Students and for single and married young adults at the parish.
- Support newlyweds and new parents through programming and accompaniment and be the parish contact for couples in Marriage Preparation.
- Coordinate Baptisms.
- Schedule and promote Natural Family Planning.

Primary Responsibilities:

- Recruit, train, support, and accompany young adult leaders
- Develop a prayer team for Young Adult Ministry
- Maintain social media communication and presence
- Serve as liaison between groups and parish staff/facilities
- Help problem solve challenges in the groups
- Plan and Develop Young Adult Ministry:

- Network, Onsite Events—such as, Social, Bible Study, Peer Ministry, Prayer Service, Service Projects)
- Coordinate Marriage Support and Activities for Young Couples
- Oversee Baptismal Preparation
 - Relation-Building Reminder Calls, Welcoming and Networking, Available to Teach as needed)
- Baptisms
 - Prepare Certificates, Coordinate Baptismal Event, Record Baptisms, File paperwork, and Input into Database.)
- Baptism Follow-up
 - (Follow up calls and emails to invite at least three different young parent or couple events, Monitor and communicate when children come to faith-formation age.)
- Young Parents:
 - (Parent small-group sharing/support, e.g. MOPS, Parenting Class, Religious Education ideas for Pre-K,
- Wedding Coordinator:
 - (Initial Meeting, Paperwork, Rehearsal and Day of, Network with family and guests)
- Natural Family Planning (NFP)
 - (Be familiar with NFP, Schedule Regular NFP training for the parish, Promote NFP)
- Establish and maintain calendar of events for above programs
- Manage the budget and maintain current and accurate records
- Attend Staff Meetings and collaborate with all-parish events
- Perform other duties as assigned

Minimum Qualifications:

Practicing Catholic, Maintains a life of prayer, Dynamic, Creative-thinker, Knowledgeable of the Catholic Faith, Skilled active listener, Experienced in conflict resolution, Able to work independently and with teams, Proficient with computers and database, Organized and able to accurately complete office paperwork, maintain an organized office space, meet deadlines and manage a variable schedule, Leadership skills, Basic Spanish and English required, Strong writing skills in at least one language, Able to communicate by phone professionally, Comfortable with group public speaking, and able to maintain a strict level of confidentiality about church, parish-business, and parishioners.

To apply for this position please email your resume to:

Sharon Grigar

Pastoral Associate sgrigar@ascensionpdx.org

Please note in the Subject Line:

Resume for Coordinator for Office of Single and Married Young Adults