



Fr Bernard Youth Center

Job Title:	Evangelization Coordinator	Job Category:	Non-Exempt
Location:	Hybrid	Position Type:	Part Time
Salary Range:	\$20.00-\$25.00 an hour	Travel Required:	Occasional local driving
To apply, Contact:	Emma Seiler Executive Director Emma@fbyc.info 503-845-5440	Benefits:	Health Care Stipend, OregonSaves Retirement Savings program

Job Description

Role and Responsibilities

As a member of the FBYC Team, the Evangelization Coordinator is required to plan and implement in house trainings and retreats for youth and their Mentors . This may include but is not limited to scheduling speakers, advertising, building relationships with parishes in the diocese as well as local school. It also requires working with all members of the staff to assist them in their daily activities.

Primary Duties

- o Coordinate all aspects of programs and workshops offered by FBYC. This includes working with the Retreat Office for calendaring, invoicing and facility set up.
- o Assess and evaluate current programs to ensure they are meeting the needs of youth and ministers in the Archdiocese. Make recommendations for improvement to the Executive Director and implement changes as needed.
- o Prepare a budget for all current and new programs and workshops. Submit to the Executive Director for approval and integration into the facility budget.
- o Work with the ED to promote the programs effectively including paid advertising, Newspaper/radio promotion, website, social media, brochures and newsletter.
- o Work to sustain strong relationships with our customers including the Archdiocese, Vicariate, local parishes, priests and youth ministers. Maintain communication to ensure programs, workshops and facilities are meeting their needs.
- o Maintain Social Media Accounts and assist with website updates.
- o Plan and implement summer leadership programs.



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- o Recruit and maintain Volunteers

Secondary Duties

- o Answer phone and emails as needed
- o Participate in staff meetings, offer suggestions for improvement in operational efficiency and guest relationships.
- o Participate in Call to Protect education as provided by the Archdiocese of Portland. Maintain annual re-certification.
- o Participate in continued professional education and development
- o Perform other duties as assigned.

Qualifications and Education Requirements

- o Experienced Retreat leader/speaker.
- o At least 2 - 3 Years General Office Work with progressive responsibilities
- o At least 2 years of college or related work experience
- o Youth Ministry experience in Catholic youth or campus ministry desired
- o Able to build relationships in the community and in Catholic parishes
- o Able to lift and move 25 lbs, to move furniture, walk up and down stairs, and climb ladders

Preferred Skills

- o Familiarity with Catholic Liturgy and Sacraments
- o Professional Conduct
- o Good administration and organizational skills
- o Attention to Detail
- o Excellent client service and resolution skills
- o Ability to anticipate and provide for client needs in a hospitality setting
- o Working knowledge of Word, Excel, Publisher, Canva, PowerPoint; Google Platform
- o Ability to be flexible and adaptable to changing situations



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Reviewed By:	Mark Dol	Date:	November 12, 2019
Approved By:	Sr. Jeanine Tisot, RSM	Date:	November 12, 2019
Last Updated By:	Emma Seiler	Date/Time:	Dec 3, 2025