



St. Alexander Catholic Church is pleased to announce an immediate full-time opening in religious education. Depending on experience and qualifications, the successful candidate will be designated either as Coordinator of Religious Education (see position description below) or as Director of Religious Education (see position description in separate job posting.)

The Coordinator of Religious Education, under the direction of the Pastoral Associate, is responsible for the religious education and sacramental preparation of children, youth and adults of the parish, in English and in Spanish. The Coordinator also collaborates with youth ministry personnel to integrate parish youth in religious education. Specific duties include:

- Leading and/or supervising religious education activities, events and classes
- Ensuring adherence to established catechetical curriculum
- Recruiting, training, supporting, collaborating with and evaluating volunteers
- Supporting and accompanying students and their families
- Managing administrative aspects according to established parish procedures, including
 - o Registration
 - o Student records
 - o Program calendars
 - o Books and materials
- Participating as a staff member in parish, vicariate and archdiocesan meetings/events

The successful candidate will be Catholic, bilingual and bicultural in Spanish and English, have strong communication and organizational skills and be familiar with Church teaching and parish life. Bachelor's degree preferred; 3-5 years of parish ministry experience preferred. This is a full-time, non-exempt position with archdiocesan benefits. Placement on the archdiocesan scale will be commensurate with qualifications and experience.

St. Alexander Catholic Church in Cornelius, Oregon is a vibrant faith community of approximately 1000 active families. We are 90% Hispanic and provide all ministerial services in English and Spanish. We also serve as a regional ministry hub for families with children with special needs. Our parish offers a highly collaborative, supportive working environment, as demonstrated by our dedicated staff and volunteers.

For more information or to apply, please contact Eva Alvarado, Business Manager, 503-359-0304 ext. 14, calvarado@stalexandercornelius.org.