

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 Director of Religious Education (see position description below) or as Coordinator of Religious Education (see position description in separate job posting.)

The Director of Religious Education is responsible for all aspects of the religious education and sacramental preparation of children, youth and adults of the parish, in English and in Spanish. The Director is also responsible for integrating parish youth in religious education through collaboration with youth ministry personnel. Specific duties include:

- Leading and/or supervising religious education activities, events and classes
- Designing all catechetical content by
  - Establishing the overall curriculum and
  - Preparing materials for lessons and activities as needed
- Recruiting, training, supporting, collaborating with and evaluating volunteers
- Supporting and accompanying students and their families
- Managing administrative aspects according to established parish procedures, including
  - Registration
  - Student records
  - Program calendars
  - Books and materials
- Contributing to liturgical planning for the celebration of the sacraments of initiation
- Developing the long-term vision and goals for religious education at St. Alexander
- 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 or higher in theology, religious education or a related field required; 3-5 years of parish ministry experience required. This is a full-time, exempt, salaried 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](mailto:calvarado@stalexandercornelius.org).