

POSITION OPENING – DIRECTOR OF ADULT FAITH & RCIA

Our Lady of the Snows Parish has an opening for a Director of Adult Faith & RCIA, who, under the direction of the Pastor, coordinates, implements and evaluates all adult formation programs.

Qualifications for this position are:

CHARACTERISTIC ESSENTIAL DUTIES:

- RCIA Program
 - Implement and direct RCIA program.
 - Recruit, train and evaluate volunteers for adult faith formation programs.
- Adult Faith Formation
 - Coordinate Parish Retreat, Missions and evenings of recollection.
 - Serve as liaison between parish and the Diocesan Office of Adult Faith Formation.

ESSENTIAL QUALIFICATIONS

- Practicing, faith-filled Catholic committed to the church and its mission.
- Minimum five years broad-based education and formal Catechetical training.
- Must be able to work independently with varying work hours based on the needs of the job.
- Must be able to pass Diocese background check and maintain certification in Protecting God's Children program.
- Though not essential, being bilingual and having the capacity to work with computers and especially Microsoft Office is a plus.

OTHER:

- This is a part-time position (20 hours per week), generally working in the parish office.
- A pension plan and a 403b retirement plan are available.

Applications and copies of job description are available in the parish office or by inquiring at secretary@olsparish.com. Interested persons should submit an application with resume to Fr. Bob Chorey at pastor@olsparish.com by June 30, 2019.