

JOB OPENINGS AT ST. CHARLES - ST. LEO PARISH FAMILY

Scroll through active postings

Pastoral Assistant Outreach - Salary

Job Details

Job Location
Tacoma, WA
Position Type
Full Time
Salary Range
\$80,000.00 - \$90,000.00 Salary/year

Description

The Pastoral Assistant-Outreach is a dynamic and flexible generalist position that can adapt to the diverse needs of parish life. Working collaboratively with a team of pastoral assistants across both St. Charles and St. Leo churches, this role involves supporting or leading various areas based on the candidate's strengths and experience. This will include evangelization and or other areas of pastoral care and parish administration. Reporting to the Director of Pastoral Ministries, the Pastoral Assistant requires strong organizational skills, pastoral sensitivity, and the ability to work collaboratively within a team. Bilingual candidates are encouraged to apply, though it is not a requirement.

Key Responsibilities:

1. General Pastoral Ministry

- Support or lead various aspects of parish life based on individual strengths and parish needs.
- Collaborate with the team of pastoral assistants to provide a cohesive and responsive pastoral presence across both parishes.
- Provide general pastoral care to parishioners, ensuring a welcoming and inclusive environment.

2. Sacramental and Liturgical Coordination

- Support the OCIA process and other sacramental programs by coordinating logistics and resources for participants.

3. Youth and Young Adult Ministries

- Depending on strengths, lead or support youth and young adult programs, including events, retreats, and ongoing formation opportunities.

- Collaborate with clergy, staff, and volunteers to foster engagement among young parishioners.

4. Administrative and Event Coordination

- Maintain accurate records for sacramental preparation and parishioner participation.
- Work closely with parish staff to ensure clear communication and efficient use of parish facilities.

5. Volunteer Recruitment and Training

- Recruit, train, and support volunteers involved in liturgical ministries, sacramental preparation, and youth or young adult programs.
- Provide ongoing formation and guidance to ministry leaders to strengthen their contributions to parish life.

6. Community Engagement and Communication

- Act as a liaison between the parish and families during sacramental planning or other pastoral care needs.
- Contribute to parish communications, including bulletins, newsletters, and event updates.

7. Personal Growth and Formation

- Actively participate in classes, workshops, and retreats to enhance personal spirituality and deepen understanding of the Catholic faith.

Embrace the call to be a lifelong learner, continually growing in faith and ministry knowledge to better serve the parish community

Qualifications

Qualifications:

- Strong commitment to the Catholic faith and understanding of its teachings, traditions, and sacramental life.
- Willingness to engage in ongoing spiritual and professional formation.
- Ability to work as a generalist across multiple disciplines, leading or supporting as needed.
- Excellent organizational skills and the ability to manage multiple tasks and priorities.
- Strong interpersonal and communication skills, with sensitivity to the needs of diverse groups.

- Preferred but not required: A degree in pastoral ministry, theology, a related field, or comparable experience in parish ministry. Willing to provide training for the right candidate.
 - Proficiency in Microsoft Office Suite and parish database systems (or willingness to learn).
 - Bilingual (English/Spanish or English/another language) is a plus.
-

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.

Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.

[Click here to apply](#)