ASCENSION CATHOLIC CHURCH

Position Title: Coordinator for Office of Single and Married Young Adults

Opening Date: November 7, 2025

Closing Date: Open Until Filled

Location of Job: Ascension Catholic Church

Location Address: 743 SE 76th Ave., Portland, OR 97215

Position: Full Time, Non-Exempt, Benefits Eligible,

Ascension Catholic Church: A Center for Life in Christ.

We are a unified, diverse community of imperfect people- both young and old-working at growing in faith and holiness. We want to strive to be neighborly, welcoming, friendly, spiritual, and generous in putting our faith in action. At the heart of all our programming and events is Christ, who became one of us to lead us to union with God and our neighbors.

Position Summary:

- Accompany and assist single and married young adults in their life in Christ.
- Develop, promote, and provide programming for local Catholic College Students and for single and married young adults at the parish.
- Support newlyweds and new parents through programming and accompaniment and be the parish contact for couples in Marriage Preparation.
- Coordinate Baptisms.
- Schedule and promote Natural Family Planning.

Primary Responsibilities:

- Recruit, train, support, and accompany young adult leaders
- Develop a prayer team for Young Adult Ministry
- Maintain social media communication and presence
- Serve as liaison between groups and parish staff/facilities
- Help problem solve challenges in the groups
- Plan and Develop Young Adult Ministry:

    - Network, Onsite Events—such as, Social, Bible Study, Peer Ministry, Prayer Service, Service Projects)
- Coordinate Marriage Support and Activities for Young Couples
- Oversee Baptismal Preparation
    - Relation-Building Reminder Calls, Welcoming and Networking, Available to Teach as needed)
- Baptisms
    - Prepare Certificates, Coordinate Baptismal Event, Record Baptisms, File paperwork, and Input into Database.)
- Baptism Follow-up
    - (Follow up calls and emails to invite at least three different young parent or couple events, Monitor and communicate when children come to faith-formation age.)
- Young Parents:
    - (Parent small-group sharing/support, e.g. MOPS, Parenting Class, Religious Education ideas for Pre-K,
- Wedding Coordinator:
    - (Initial Meeting, Paperwork, Rehearsal and Day of, Network with family and guests)
- Natural Family Planning (NFP)
    - (Be familiar with NFP, Schedule Regular NFP training for the parish, Promote NFP)
- Establish and maintain calendar of events for above programs
- Manage the budget and maintain current and accurate records
- Attend Staff Meetings and collaborate with all-parish events
- Perform other duties as assigned

Minimum Qualifications:

Practicing Catholic, Maintains a life of prayer, Dynamic, Creative-thinker, Knowledgeable of the Catholic Faith, Skilled active listener, Experienced in conflict resolution, Able to work independently and with teams, Proficient with computers and database, Organized and able to accurately complete office paperwork, maintain an organized office space, meet deadlines and manage a variable schedule, Leadership skills, Basic Spanish and English required, Strong writing skills in at least one language, Able to communicate by phone professionally, Comfortable with group public speaking, and able to maintain a strict level of confidentiality about church, parish-business, and parishioners.

To apply for this position please email your resume to:
Sharon Grigar
Pastoral Associate **sgrigar@ascensionpdx.org**
Please note in the Subject Line:
Resume for Coordinator for Office of Single and Married Young Adults

ASCENSION CATHOLIC CHURCH

Position Title: Maintenance Worker

Opening Date: December 12, 2025

Closing Date: Open Until Filled

Location of Job: Ascension Catholic Church

Location Address: 743 SE 76th Ave., Portland, OR 97215

Position: Part-time, exempt, not benefits eligible.

Position Summary: The purpose of this position is to oversee the effective and efficient operation and maintenance of all parish buildings and grounds.

Primary Responsibilities:

- Collaborates with the Staff in implementing the mission of the parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's goals and objectives, with specific focus on stewardship of the parish's buildings, equipment and grounds. Serves as a professional resource to staff regarding building operations and maintenance.
- Establishes, directs, and implements the annual work plan regarding plant operations and maintenance. This is accomplished by overseeing the implementation of schedules for all maintenance and custodial requirements, by performing required maintenance when needed and feasible, and/or by contracting with others to do it. Incumbent also evaluates the methods and procedures used in performing the maintenance and custodial duties and revises them as necessary.
- Assists the Staff in preparing information on major capital projects, including building renovation or remodel and/or facilities or grounds improvement. If project is approved, incumbent serves as liaison between the parish and the contractor(s) and vendors in overseeing the completion of work.

- Assures the maintenance of all plant systems and equipment. This is accomplished by conducting periodic maintenance checks on the HVAC equipment, as well as all plumbing, electrical, drainage, time, fire, elevator, kitchen equipment and security systems. Incumbent notifies Staff or their delegate if/when current systems need to be replaced.
- Coordinates the parish's asbestos management plan. This is accomplished by developing and implementing a schedule for addressing the asbestos problems of the parish's facilities, consistent with Archdiocesan guidelines.
- Oversees the scheduling of seasonal maintenance needs. This is accomplished by developing a seasonal workplace for lawn and shrub care, roof cleaning, keeping driveway and sidewalks clean of snow and ice (adding de-icer as needed), parking lot and walkways maintenance.
- Monitors hot water, heating and ventilating systems, responding to Custodian reports regarding maintenance and repairs needed.
- Oversees the maintenance of an adequate inventory of lighting, custodial, maintenance and operational supplies. This is accomplished by purchasing or renting supplies/equipment as necessary.
- Coordinates the parish's energy management program. This is accomplished by educating staff and building users about energy and conservation and by recommending and maintaining equipment as necessary.
- Assures budget for operations and maintenance is prepared and submitted in a timely manner. When budget is approved, assures the monthly monitoring of expenses and revenue; authorizes expenditures for that budget.
- Leads the Parish Safety Committee. Incumbent provides information and research to the Committee as requested and as available.
- Maintains a current level of knowledge and skills required to perform the job. This is accomplished by reading appropriate materials and by attending workshops and classes. Incumbent also maintains membership/affiliation with appropriate professional organizations, if applicable.
- Performs other work-related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Five years' experience in custodial and building maintenance.
- Considerable knowledge of plumbing and electrical systems in a public facility as well as heating and boiler systems.

- Proficient in use and care of custodial equipment and supplies.
- Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.

Job Scope:
Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in performances.

Communication/Client Contact:
Contacts are usually made with others both inside and outside the parish. Contacts are usually made at own initiative, or at a supervisor's request, and may contain confidential/sensitive matters.

Specific Job Skills:
Excellent organizational and communication skill. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Problem-solving, discretion, and interpersonal skills needed. Teamwork is required. Ability to honor and maintain confidentiality. Ability to work flexible hours as necessary.

Physical Demands:
While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 50 pounds.

Job Condition: Work is performed both indoors and outdoors, under continual, tight deadlines. Work may be performed in a parish/office setting.

Supervises: Supervision of maintenance workers, contractors, other maintenance/custodial employees and volunteers is sometimes required.

Please submit your resume and cover letter to Sharon Grigar at
sgrigar@ascensionpdx.org.