

DIOCESE OF PROVIDENCE
ONE CATHEDRAL SQUARE
PROVIDENCE, RHODE ISLAND 02903

Open Position Notice

Date: May 29, 2018

Position Title: Bilingual Evangelization Coordinator

Agency/Office: Saint Edward's Parish, Providence

Work Schedule: Flexible, 15 Hours Per Week, Includes Some Nights and Weekends

Position Requirements:

Saint Edward's Parish in Providence is currently seeking a part time Evangelization Coordinator. This position requires fluency in written and spoken Spanish and English. This individual assists with fostering evangelization opportunities for those looking to celebrate their Catholic faith, and promotes activities for the formation and growth of spiritual life.

Participates in retreats and retreat planning, and organizes post-retreat Parish groups and meetings to build upon retreat activities. Coordinates pastoral work in the Parish. Works with established Parish volunteers for realization of planned activities.

The successful candidate will have experience in faith community formation and organization; possess leadership characteristics that evidence a capacity to solve conflicts; and have an outgoing yet approachable personality with superior communication skills. Experience with spiritualities such as charismatic renewal, Saint Ignacio, or others is highly desirable. Experience with graphic and/or website design is helpful.

The schedule for this position is flexible, and includes evening and weekend hours. The normally scheduled hours total 15 per week. A Bachelor's degree is preferred. Must be a practicing Catholic in good standing with the Church.

Interested candidates should send resume and cover letter to:

Saint Edward's Parish
Attn. Rev. Nolasco Tamayo
10 Caxton Street
Providence, RI 02904

Email: ntamayo@dioceseofprovidence.org