**Director of RE, Communications, & Wedding Coordination**

Full time position reports to the Pastor

**Primary Areas of Responsibility**

* Religious Education
* Marriage Coordinator
* Communications

**Primary Tasks:**

**Religious Education Coordinator**

* RE Programming
* Organize, schedule, teach & oversee religious education program for 1st thru 12th grade.
* Prepare and schedule sacramental programs and worship services for students and parents.
* Facilitate Faith Formation Events
	+ Maintain communication with Parents
	+ Maintain sacramental paperwork & keep records up to date
* Maintain volunteer records

**Marriage Coordinator**

* Initial intake & information sharing
* Schedule and attend weddings & rehearsals
* Wedding Prep Counselor
	+ Track progress of couples
	+ Assist with any needs
* Administer FOCCUS
	+ Assign mentors and coordinate files
* Maintain documentation & keep wedding files current
* Ensure wedding spreadsheet is updated with the latest information available

**Communications**

* Social Media and routine website maintenance
* Flocknote
* Weekly Bulletin
* Cathedral master calendar coordinator
* Facebook

**Outreach**

* Occasional support for Food Pantry
* Support the front desk (phones & door)
* Liaison to Catholic Charities & SVDP

**Qualifications**

* Be a fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043).
* Refrain from promotion or approval of conduct or lifestyles that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or be in contradiction with Catholic doctrine or morals.
* Bachelor of Arts Degree or higher in Religious Education or similar discipline.
* Ability to speak effectively before groups and facilitate small group discussion.
* Must demonstrate appropriate skills in oral and written communication.
* Must be organized and flexible.
* An eagerness and ability to engage on social platforms.
* Ability to provide compassionate attention to people in need.
* Able and willing to maintain privileged information confidentiality.
* Ability to communicate in Spanish would be a great asset.
* Other tasks as assigned.

Please apply on the Archdiocese career page.