
St. Joan of Arc Parish

Employment Opportunity

Date: February 21, 2019

Parish: St. Joan of Arc (Powell)

Position: Upper Elementary Coordinator

Deadline: Until Filled

Status: 25 hours per week

Practicing Catholic Required: Yes

Summary of the Position: St Joan of Arc Catholic Church, a large, suburban parish located in Powell, Ohio, is seeking an Upper Elementary Coordinator. The person in this position is responsible for all activities within the upper elementary program, grades 3-5, including writing and maintaining curriculum, preparing students and families for sacraments, overseeing and training upper elementary teachers and teacher assistants, facilitating group meetings, including group presentations. The coordinator will also act as a Youth Faith Formation staff liaison for other upper elementary programs. The coordinator works in conjunction with the Youth Faith Formation Director, the Elementary Assistant and the other coordinators in Youth Faith Formation to maintain a well-run program.

Qualifications for the position: The successful candidate will have a bachelor's degree, preferably in theology/religious studies or education/childhood development; basic catechist certification with intent to earn advanced certification (or be willing to obtain certifications), 2 to 3 years previous experience is required. This is a part-time position, 25 hour per week, which includes Sundays and evening class times.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "*Protecting God's Children*" program.

To apply, please send a cover letter, resume, and references to Shana Leonard, Youth Faith Formation Director, at sleonard@stjoanofarcpowell.org.