



♦ **PASTORAL ASSISTANT FOR SOCIAL OUTREACH** This person will coordinate the social outreach and advocacy efforts of the parish and be a resource for those in need in the community. Interested candidates should have a passion for social justice, great organizational skills and an enthusiasm for supporting the many current outreach ministries in the parish. In addition, ideal candidates are committed to integrating Catholic Social teaching into the life of the parish and helping parishioners with their ongoing formation. This is a 20 hour per week position and salary range is \$22-\$24/hour DOE. This position, if qualified, can be combined with the PA for Pastoral Care which would make it benefit-eligible. Hours are flexible.

♦ **PASTORAL ASSISTANT FOR PASTORAL CARE** This person will implement the parish's response to the pastoral care and spiritual needs of the parish, including seniors and those who are most in need. Interested candidates should have experience working with seniors. In addition, candidates should have enthusiasm for supporting the many current pastoral care ministries in the parish. This is a 15-20 hour per week position and salary range is \$22-\$24/hour DOE. This position, if qualified, can be combined with the PA for Social Outreach which would make it benefit-eligible. Hours are flexible.

♦ **OFFICE COORDINATOR** This person will be responsible for the efficient and effective office operations that support the parish's ministries and activities. The ideal candidate creates a welcoming and caring environment for all who contact the office, whether in person, by phone, or email. In addition, this person must have a sense of the workings of a Catholic parish. This is a 40 hour per week position and salary range is \$20-\$24/hour DOE. Seeking candidates with good organizational skills, and the ability to prioritize and keep moving forward in the midst of daily distractions.



Please submit cover letter and resume to
employment@olgseattle.org

Full job descriptions can be found at
<https://olgseattle.org/job-openings>

