

**ARCHDIOCESAN OFFICE CENTER
VACANCY LIST
September 1, 2010**

DEPARTMENT	JOB CLASSIFICATION	MINIMUM QUALIFICATIONS
<i>AUXILIARY BISHOP McINTYRE</i>		
<i>SECRETARIAT FOR CATHOLIC HUMAN SERVICES</i>		
Catholic Human Services-IT Division Philadelphia	User Support Coordinator	Bachelor's Degree in Computer Science or equivalent experience or relevant technical accreditation. Minimum of two years computer experience preferred. Must have basic knowledge of Microsoft Office XP and Windows XP or higher. Responsible for user support requests. Collect information and execute diagnostic procedures, log and track user support, generate reports and follow-up; coordinate the process of purchasing hardware/software/supplies. Job Code: CHS-USC
	Network Support Specialist	High School Diploma/GED with at least 18 months advanced networking technology experience and three years experience with computers required. Must have valid driver's license as position requires travel through 5 county areas. Position located in Montgomery Office. Assist in integrations of IP voice and data operations; maintain network-related hardware and software; and provide or arrange set-up and installation of new network products or software. Job Code: CHS-NSS
Divine Providence Village 686 Old Marple Road Springfield, PA 19064 (p) 610-328-7730 (f) 610-544-1710	RN-LPN <i>(Pool/PRN – as needed)</i>	RN or LPN certification in PA is required. Experience in mental retardation and developmental disabilities is preferred. Provide nursing services to MR/DD adult female residents of facility. Job Code: DPV-RNLPN
	In-Home Support Staff <i>(Pool, as needed)</i>	High School Diploma/GED is required. Must have experience working with individuals with disabilities. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Provide habilitative services in ICF, CLA, and family homes. Job Code: DPV-IHSS
	Direct Support Professional <i>Weekends & Pool/PRN as needed</i> <i>2FT, CLA</i>	High School Diploma/GED is required. Must have previous experience working with individuals with developmental disabilities. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Provide habilitative services in ICF, CLA, and family homes. Job Code: DPV-DSP

	Residential Supervisor	Bachelor's Degree along with at least one year experience working with Mental Retardation population in residential setting OR Associate's Degree with at least 2 years experience working with Mental Retardation population OR High School Diploma/GED with at least 4 years experience working with Mental Retardation population and 2 years supervisory experience. Must have valid driver's license and be able to obtain Archdiocesan driving approval. Supervise staff on emergency medical responses/health and safety; communicate any issues or concerns arising on night shift, provide prepared trainings, and promote staff attendance at monthly in-services. Job Code: DPV-RSF
Don Guanella Village 1799 S. Sproul Road Springfield, PA 19064 (p) 610-543-3380 (f) 610-543-4657	Direct Care Professional <i>Cardinal Krol Center</i> <i>(PT, weekends)</i>	High School Diploma/GED is required. One year of MR/DD experience preferred. Assist in adaptive living skills, individual goals, and community activities of adults and children of Don Guanella and Cardinal Krol Center. Communicate with DCP Supervisors, QMRPs, and families. Must have a valid PA driver's license and five years clean driving record. Job Code: DGV-DCP
	Residential Supervisor 2 FT	Bachelor's Degree along with at least one year experience working with Mental Retardation population in residential setting OR Associate's Degree with at least 2 years experience working with Mental Retardation population OR High School Diploma/GED with at least 4 years experience working with Mental Retardation population and 2 years supervisory experience. Must have valid driver's license and be able to obtain Archdiocesan driving approval. Supervise staff and follow procedures for Emergency Medical Responses; communicate any issues or concerns arising on night shift, provide prepared trainings, and promote staff attendance at monthly in-services. Job Code: DGV-RSF
	Direct Support Professional 4 FT 6 PT	High School Diploma/GED or one to three months related experience/training or equivalent combination of education and experience is required. Train residents in self-care practices and assist as needed; reinforce positive behaviors and promote social interaction; assist staff in administering therapeutic activities; observe and document residents' behaviors, assist with meals, activities of daily living, and safety. Job Code: DGV-DSP
	Workshop Trainer	High School Diploma/GED is required along with at least one year experience working with developmental disability population. Must be able to lift/transfer individuals. Must be able to lift/carry heavy materials. Must have a valid PA driver's license and be able to obtain Archdiocesan driving approval. Train individuals in specific skills needed for their jobs collating and packaging materials; maintain daily production records and progress notes on IWPP goals; supervise clients, and implement behavior management program. Job Code: DGV-WT

St. Gabriel's Hall Audubon	Youth Care Workers <i>(FT and Substitute)</i>	High School Diploma/GED is required. Supervise adjudicated male juveniles. Must be willing to work flexible, rotating schedules. Valid PA driver's license is required. Job Code: SGH-YCW
	RN/LPN <i>(on call or PT)</i>	RN or LPN license along with 5 years experience and ability to work independently required. Provide nursing services to residents. Job Code: SGH-RN
	Driver	High School Diploma/GED and valid Driver's License is required. Must be able to obtain Archdiocesan driving approval. Transport students and families to appointments. Maintain schedule and accurate reports of all transports. Job Code: SGH-DVR
	Kitchen Helper	High School Diploma/GED is required. Assist with the set-up and clean-up of dining rooms. Job Code: SGH-KH
	First Cook	High School Diploma/GED is required. Lead team in preparing meals from 200 plus boys and staff. Job Code: SGH-CK
	Vice Principal	Master's Degree is required. Must possess or agree to work towards Principal's Certification in PA and have at least 5 years teaching experience on the secondary level and at least 2 years experience in school administration. Must be willing to work within context of LaSallian tradition. Assist principal in overall administration of the school; develop school schedule for teachers and students; assist in the supervision and evaluation of school staff, maintain regular contact with students, and assist with the planning of annual school calendar. Job Code: SGH-VP
St. Gabriel's Hall – Administrative Office Philadelphia	Psychiatrist	Conduct dispositional planning/placement evaluations of delinquent youth. Job Code: SGH-PSY
St. Francis-St. Joseph Homes for Children/St. Katharine Drexel School Bensalem	Special Education Teachers	Special Education Certification in PA is required. Must have knowledge of the IEP process, guidelines and be in good standing with Act 48 hours. Assist in the development and implementation of Individualized Education Programs, provide specially designed instruction, data collection, and progress monitoring of IEP goals in high school and middle school levels. Job Code: SFSJ-SET
	Supervisor of Independent Living Services	Master's Degree in related field is required. Three years experience in independent living or residential programs and social service preferred. Must have valid driver's license and reliable means of transportation. Case management for 8-12 youth, supervise residential staff, and program oversight. Job Code: SFSJ-SILS
Villa St. Joseph Darby	Nursing Assistant <i>Part time</i>	High School Diploma/GED is required. One year experience as nursing assistant is preferred. Provide assistive services for retired priests. Job Code: VSJ-NA
St. Mary Manor Lansdale	C.N.A. <i>7-3 and 3-11 shifts Pool, all shifts</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SMM-CNA

	Dietary Aide <i>Part time</i>	High School Diploma/GED is required. Previous dietary experience preferred. Perform kitchen and dietary duties in a senior living community. Job Code: SMM-DA
	LPN/RN <i>7-3 and 3-11 shifts</i>	Current LPN license in PA is required along with at least three years experience in long-term or hospital care preferred. Provide nursing services in retirement care environment. Job Code: SMM-LPN
	LPN/RN - 24/40 program	LPN or RN license and 1 to 3 months of previous long term care experience required. Medical surgical experience preferred. Provide nursing services in retirement care environment. Job Code: SMM-CN
St. John Vianney Center Downingtown	Mental Health Workers <i>Pool – 7a-3p and 3p-11p</i>	Bachelor's Degree in psychology or related field is required. Previous experience in mental health also required. Must have a valid PA driver's license. Facilitate social skill development, recreational, reflective, educational and other program groups. Provide one-to-one support for residents while accompanying them in the community. Implement activities groups and participate in activities programs. Job Code: SJVC-MHW
	LPN/RN <i>Pool Positions</i>	LPN or RN license and 1 to 3 months of previous long term care experience required. Medical surgical experience preferred. Provide nursing services in retirement care environment. Job Code: SJVC-RN
	Director of Clinical Services	Ph.D or PsyD in Clinical or Counseling Psychology from an APA approved graduate program along with at least one year APA accredited internship or equivalent. License to practice in state of PA is also required. Must have a minimum of 5 years clinical practice, of which at least 3 years having been in an institutional setting using a mental health team approach. Minimum of two years of administrative/supervisory experience is also required. Provide administrative and clinical supervision for programs of the center. Job Code: SJVC-DCS
	C.N.A <i>Pool, All shifts</i> <i>FT, 7am-3:30 pm</i>	Valid CNA certification in PA along with a minimum of one year experience is required. Previous experience in acute care or psychiatric care preferred. Must have valid PA driver's license in good standing. Provide comprehensive Nursing Assistant /ADL support services in a psychiatric hospital. Job Code: SJVC-CNA
	Licensed Psychologist	Doctoral Degree and PA License along with prior experience with Clergy/Religious is required. Five years post license experience preferred. Must be experienced in treatment of Axis I and Axis II conditions using Individual and Group Modalities. Must be familiar working in a hospital milieu with a multi-disciplinary team. Incorporate spiritual orientation of client into therapy. Serve as primary therapist for Clergy and Religious clients. Job Code: SJVC-LPSY

	Licensed Clinical Social Worker	L.C.S.W. and license in good standing to practice social work in PA is required along with at least 2 years experience in clinical or hospital social work with adult psychiatric population. Must have experience in Medicare requirements as well as a documented experience providing clinical social work in long term care facility or skilled nursing home setting. Provide social services to adult psychiatric population. Job Code: SJVC-LCSW
St. Monica Manor Philadelphia	RN/LPN <i>(pool)</i>	Current PA nursing license is required. Provide nursing services for residents in long-term care facility. Job Code: SMON-RNL
	Maintenance Tech	High School Diploma/GED along with a minimum of 3 to 5 years experience is required. Repair and maintenance of machinery and medical equipment, use power tools, and maintain a successful maintenance program. Job Code: SMON-MT
	C.N.A. <i>PT and Occasional – All shifts</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SMON-CNA
St. Francis Country House Darby	RN/LPN <i>PT, All shifts</i>	RN/LPN is required. Provide nursing services to residents of facility. Job Code: SFCH-RN
	Recreation Therapy Aide	High School Diploma/GED is required. Must have experience working with dementia population. Must be able to obtain Archdiocesan driving approval. Must have experience working with elderly population. Job Code: SFCH-RTA
	CNA <i>All shifts</i>	Current CNA certification along with a minimum of one year experience required. Provide nursing assistant services for residents of skilled nursing facility. Job Code: SFCH-CNA
	Pastoral Care Assistant <i>PT and Occasional time</i>	High School Diploma/GED is required. Must have strong knowledge of Catholic teachings and liturgies. Assess resident's spiritual needs and provide spiritual counseling to residents, families, and staff. Job Code: SFCH-PCA
	Housekeeper <i>Occasional time</i>	High School Diploma/GED is required. Prior experience in housekeeping in a healthcare setting is preferred. Clean/polish furnishings, clean bathroom, carpets, and wheelchairs. Job Code: SFCH-HSK
	Human Resources Generalist	Bachelor's Degree in Human Resources or related field along with at least three years experience as a Human Resources Generalist with management experience is required. Oversee and maintain all programs as they relate to employee relations, hiring, retention, orientation, compensation, employee awards program, and employee/medical files. Job Code: SFCH-HRG
Villa St. Martha Downingtown	RN/LPN <i>Pool positions</i>	RN/LPN is required. Provide nursing services to residents of facility. One weekend per month is required. Job Code: VSM-PN
St. Martha Manor Downingtown	RN/LPN <i>(Pool Positions)</i>	Current PA license is required. Provide nursing services to residents of facility. Job Code: SMM-RN

Saint John Neumann Nursing Home Northeast Philadelphia	CNA <i>FT(7am-3:30pm)</i> <i>Pool – all shifts</i>	High School Diploma/GED is required along with current CNA certification in PA. Must have at least one year nursing experience. Providing nursing assistant services for residents of a skilled nursing facility. Job Code: SJN-CNA
	RN/LPN Charge Nurse <i>Pool – all shifts</i>	Current RN/LPN license in PA with at least one year experience working in long term care. Administer medications and treatments. Supervise the daily activities of CNA's. Job Code: SJN-RN
	Recreational Therapy Aide <i>Occasional, evenings</i>	High School Diploma/GED is required. Assist with planning, organizing, and redirecting program of activities. Document resident participation in activity programs. Transport residents to activities. Responsible for feeding the residents. Job Code: SJN-RTA
	Floor Maintenance Worker	High School Diploma/GED along with a minimum of 3 months to one year related experience is required. Responsible for the daily cleaning of walls, lights, vents, and windows. Dry mop, wet mop, buff floors, scrub floors, strip floors, and shampoo carpets. Job Code: SJN-FM
	Housekeeping Aide	High School Diploma/GED is required. Position includes every other weekend and holiday. Clean/polish furnishings, fixtures, ledges, rooms, recreational areas, bathrooms, windows/mirrors, carpets, and wheelchairs. Job Code: SJN-HA

AUXILIARY BISHOP McINTYRE

Office for Formation of the Laity Philadelphia	Coordinator - RCIA/AFF	Master's Degree in Theology or related degree and knowledge of the RCIA and the Church's catechetical documents required. Must have Parish or Diocesan experience with RCIA and adult faith formation as well as administrative experience. A valid driver's license and reliable means of transportation required. Provide formation and leadership to parish Christian Initiation coordinators, pastors, priests and deacons, assisting them in the implementation of the <i>Rite of Christian Initiation of Adults</i> . Provide support and consultation on Christian Initiation to clergy and parish coordinators via parish visits, phone inquiries, periodic newsletters and emails. Coordinate the Rite of Election and Confirmation for adults' liturgical celebrations. Maintain and update database of parish Christian Initiation Coordinators, Adult Faith Formation Coordinators and Parish Services Directors. Job Code: JB-RCIA
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CATHOLIC SOCIAL SERVICES

Nutritional Development Services Philadelphia	Administrator	Bachelor's Degree as well as a minimum of three years supervisory experience required. Some travel throughout Southeastern PA is required. Must have strong oral and written communication skills. Must have previous experience training staff and school based personnel on program policy and procedures. Ensure compliance with all federal and state standards; make presentations to school principals and other groups to market program; organize and conduct group and individual training sessions. Job Code: JBNDSA
St. Charles Senior Community Center Philadelphia	Program Coordinator	Bachelor's Degree along with previous experience working with older adults and supervising staff/volunteers. Plan, present, and evaluate educational/recreational/social activities; purchase program supplies, monitor expenditures, supervise lunch program, prepare monthly newsletters, serve as center supervisor in absence of Center Coordinator, and represent center with funders in community. Job Code: TF-SCPC
St. John's Hospice Philadelphia	Residential Aide <i>3pm-11pm, PT</i> <i>11pm-7am</i>	High School diploma/GED is required. Answer phone and door, guide the front office volunteers, find and distribute client mail, and distribute medication to residents. Job Code: TF-SJRA
	Kitchen Aide	High School Diploma/GED is required. Must have previous food service experience. Help serve lunch, assist in managing public servings, assist with stock/cleaning/organizational duties, prepare and serve dinner, manage residents on chores, and assist in front office with mail. Job Code: TF-SJKA
	Day Service Case Worker	Bachelor's Degree is preferred. High School Diploma/GED with related experience is required. Minimum of 3 years experience in social service/case management required. Must have strong computer skills. Promote day services program; develop and maintain accurate resource files; conduct one-to one sessions with clients; maintain accurate statistical records. Job Code: TF-DSCW
Women of Hope (Vine) Philadelphia	Residential Aide <i>(Substitute)</i>	High School diploma/GED is preferred. Care for residents/building including: cleaning, assisting residents with personal needs, and meal preparation/cleanup. Experience with homeless and mentally ill population is helpful. Job Code: TF-MHWS
Women of Hope (Lombard) Philadelphia	Mental Health Worker <i>(Substitute)</i>	High School Diploma/GED is preferred. Care for residents/building including: cleaning, assisting residents with personal needs, and meal preparation/cleanup. Experience with homeless and mentally ill population is helpful. Job Code: TF-MHWS

Mercy Hospice Philadelphia	Residential Aide Substitute	High School Diploma/GED is required. Experience working with homeless population or women in substance abuse recovery preferred. Respond to door, telephone, and client inquiries. Write reports to staff regarding residents. Perform hourly house checks. Manage conflicts among residents. Supervise and check resident chores. Prepare and serve meals. Light housekeeping. Monitor resident medication distribution and perform drug/alcohol tests. Job Code: TF-MSRA
Visitation Homes Philadelphia	Residential Aide <i>Substitute</i>	High School Diploma/GED is required. Maintain order, cleanliness, and structure in facility; draft reports to case managers; perform house checks; manage resident conflicts and emergencies; and assist in child care duties. Job Code: TF-VHRA
Casa del Carmen Philadelphia	Program Manager	Bachelor's Degree in Social Work or related field along with at least five years experience in classroom instruction and/or group work is required. Master's Degree in Social Work or related field preferred. Bilingual English/Spanish preferred. Must have excellent writing skills and previous experience in grant writing. Develop and implement Workforce Development/Work Ready programs; write proposals; develop programs, internal and external reporting; and recruit program participants. Job Code: TF-CPM
Teen Placement Diversion Program Philadelphia	Family Crisis Intervention Specialist	BSW or related field is required. Must have 3 to 5 years experience with children, teens, families in an intensive setting. Must have a valid driver's license and reliable means of transportation. Must be able to work flexible schedule that includes evenings and weekends. Work with families and youth in crisis in their home, provide immediate therapeutic intervention, follow procedure to report child abuse/neglect, maintain documentation according to CSS/DHS standards, provide 5 hrs of face-to-face intervention per week, maintain documentation, implement family service plan, and ensure implementation of each service plan\teaching parenting skills. Job Code: TF-FCIS
	Secretary	High School Diploma/GED with at least one year previous secretarial experience is required. Technical school certification is preferred. Perform data entry, photocopy, maintain supply forms and charts, cover as receptionist as needed, maintain files; retrieve documents and case records; open/close/transfer files and records; maintain inventory and order supplies. Function as liaison with outside vendors and IT department. Job Code: TF-TPDP

Childcare Services Philadelphia	Social Work Tech I	Bachelor's Degree in Social Work or related field is required. Must have knowledge and/or experience working in Child Welfare System. Provide social services to birth families and children; provide support and assistance to foster families; enable clients to address goals and make appropriate changes; document all case activity using the Harmony Program; attend trainings; and provide supportive services to families for one year following permanency. Job Code: JB-CCSW
Bucks County Family Service Center Levittown	Therapist <i>Part time</i>	Master's in Social Work or related field is required. Must be licensed in PA (LCSW, LPC, LMFT). Must have at least 2 years post-Master's experience. Conduct individual couple and family therapy. Complete initial assessments including DSM IV diagnosis and treatment planning. Maintain clinical charts and all documentation in accordance to agency standards. Job Code: JB-DCSC
Southwest Family Service Center Philadelphia	Housekeeper	High School Diploma/GED is required. Must have valid driver's license and own reliable means of transportation. Daily cleaning of office building, trash removal, maintain cleaning supplies, and manage operation for food cupboards in south and Southwest locations. Job Code: JB-SWH
AUXILIARY BISHOP SENIOR		
SECRETARIAT FOR TEMPORAL SERVICES		
Office for Research and Planning Philadelphia	Parish Information Support Specialist	Bachelor Degree in Computer Science, Geography, Planning, Marketing or related field is required. Must have strong analytical and problem-solving skills. Must be familiar with Microsoft Office Suite, Word Perfect Office, MS Fox Pro, and ESRI GIS software ArcView9+ is required. Must have at least 2 years experience in institutional research/planning in a non profit, educational, government or marketing research setting. Assist in collecting and maintaining data about the Roman Catholic Archdiocese of Philadelphia, and provide data and support on-going planning activities. Perform research, collect data, and prepare/format reports. Job Code: TF-RPS
Educational Financial Services	Accountant	Position is located at a high school located in Northeast Phila. Bachelor's Degree in Accounting along with at least 4 years experience. Previous experience in accounting software systems, Word, and Excel are required. Must have valid driver's license and reliable means of transportation. Develop budgets; monthly financial statements; review receivables; process accounts payable; and administer payroll. Job Code: TF-EFS
Catholic Cemeteries Office Philadelphia	Accountant	Bachelor's Degree in Accounting with 3 to 5 years accounting experience is required. Must have strong knowledge of Excel and PC-based accounting applications preferred. Develop and implement accounting policies and procedures; oversee daily accounting procedures performed by clerks; implement internal control over accounting functions; prepare annual operating budget and monthly financial reports; and coordinate and assist in year-end audit. Job Code: TF-CACC

OFFICE OF THE VICAR FOR ADMINISTRATION

Office of the Vicar for Administration	Executive Secretary	High School Diploma/GED with at least five years executive administrative/secretarial experience is required. Must have strong organizational, communication, and Microsoft Office skills. Maintain schedules; prepare agendas; prepare correspondence and materials related to Strategic Planning Committee; maintain database and files in accordance to by-laws; prepare correspondence for annual update of membership; coordinate background materials for College Consultants; prepare all correspondence and materials related to secondary collections; track collections remittance to National Office; and maintain files and database for National Collection. Job Code: JB-SOVA
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AUXILIARY BISHOP THOMAS

St. Charles Borromeo Seminary Wynnewood	Staff Nurse <i>Part-time</i>	Current RN license and three to five years experience. Must have valid PA driver's license. Must be able to work every other Saturday. Provide on-site routine nursing care and emergency intervention. Collaborate with Dean of Men concerning nursing care for seminarians. Job Code: JB-SCSN
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Office for Permanent Deacons Wynnewood	Secretary <i>Part-time</i>	High School Diploma/GED is required. Must have previous secretarial experience. Must have strong knowledge of Microsoft Word, Word Perfect, and Excel. Prepare correspondence, data entry, answering phones, route calls, and greet visitors. Job Code: TF-OPD
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AUXILIARY BISHOP FITZGERALD

Office for Youth and Young Adults Philadelphia	Associate Coordinator for Athletic Ministry/CYO Sports <i>Part-time</i>	High School Diploma/GED is required. Must have valid driver's license and reliable means of transportation. Must have valid Criminal History Check, Child Abuse Clearance, and Safe Environment Training credentials. Previous Youth Ministry/Archdiocesan CYO sports experience is preferred. Must be able to work some evenings and weekends. Coordinate/oversee coaches' orientation training sessions; coordinate/conduct Regional Staff and Sport Commissioner meetings; secure sites and site directors for all CYO sports tournaments; assist in the coordination of daily operations of Athletic Ministry/CYO Sports departments; and review rosters for all CYO sports. Job Code: TF-OYYA
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Department for Media Affairs –Communications Office Philadelphia	Associate Director	Bachelor's Degree in Communications/Journalism as well as a minimum of 5 years experience in non-profit or corporate communications is required. Must have strong working knowledge of teachings of the Roman Catholic Church. Assist the director with administration of the office; work with staff to respond to requests from national and local media; advise on effective communication strategies; assist administration in drafting important responses, letters, or media messages; develop public relation strategies; and assist with technology services to communicate information effectively to Archdiocesan website and social media. Job Code: JB-ADC
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PARISHES WITHIN THE ARCHDIOCESE

<p>St. Bede the Venerable</p> <p>1071 Holland Road Holland, PA 18966</p> <p>Fax resume to: 215-396-0704</p>	<p>Rectory Cook</p> <p>Mon – Thurs 3:30p-7:00p</p>	<p>High School Diploma/GED is required. Must have previous cooking experience with a variety of dishes. Prior experience working in a rectory setting is preferred. Plan and serve healthy and balanced meals within budgeted allowance; maintain daily menu; maintain daily reservation log; develop weekly shopping list through request and inventory of kitchen stock items; purchase necessary food and items for cooking and maintaining kitchen; and develop a regular routine schedule for cleaning kitchen and dining room.</p>
<p>St. Catherine of Siena Parish</p> <p>321 Witmer Rd. Horsham, PA 19044-3402 215-672-2881</p> <p>Fax resume to 215-674-1025</p>	<p>Parish Services Director</p>	<p>Master’s Degree in Theology or Religious Studies along with previous parish experience. Must have knowledge of pastoral issues and have strong organizational and administrative skills. Gather information for Annual Pastoral Report; support pastor in parish financial initiatives; support pastor in development of Parish Pastoral Council; coordinate pastoral care for hospitalized and homebound parishioners, develop and coordinate bereavement ministry; prepare funeral liturgy; oversee scheduling of liturgical ministers; oversee baptism and marriage preparations; schedule and promote Adult Faith formation programs; establish and coordinate parish evangelization committee, update census sheet; create and maintain new parishioner welcome booklet, and update PDS system.</p>
<p>Blessed Teresa of Calcutta Parish</p> <p>256 Swamp Pike Schwenksville, PA 19473</p> <p>Email resume and two letters of recommendation to:</p> <p>btcprep@blteresacalcutta.com</p>	<p>Assistant to the Coordinator of Religious Education</p> <p><i>Part-time</i></p>	<p>High School Diploma/GED is required. Catechetical certification or theology courses preferred. Must be able to work some nights and weekends. Assist Coordinator of Religious Education with the Parish Religious Education Program and the sacrament program for the P.R.E.P and school families.</p>
<p>Blessed Teresa of Calcutta Education Center</p> <p>P.O Box 229 Limerick, PA 19468 (p) 610-287-2525</p> <p>Send resumes to: frbrandt@blteresacalcutta.com ATTN: Fr. Paul Brandt</p>	<p>Facilities Manager</p>	<p>High School Diploma/GED is required. Must be able to lift/carry at least 50 lbs. Coordinate with custodial team to maintain cleanliness of Education Center; minor maintenance and repairs; coordinate with staff to carry our needs for Parish Event Calendar; coordinate building security; and coordinate set-up for parish events.</p>
<p>St. Margaret Parish</p> <p>208 N. Narbeth Avenue Narbeth, PA 19072</p> <p>Email resume and two letters of recommendation by August 16th to: Sister Anne Marie Stegmaier, IMH at sisterannemarie@comcast.net</p>	<p>Coordinator of Religious Education</p> <p><i>Part-time</i></p>	<p>Bachelor’s Degree in Theology, Religious Studies, or an approved equivalent along with a minimum of 3 years experience as a Coordinator of Religious Education or administrator/teacher in a catholic elementary school. Coordinate Religious Education Program, including Home Based Catechesis Program for grades K-7; coordinate sacramental preparation; coordinate and participate in monthly meetings and events provided by the Archdiocesan Association of Parish Directors/Coordinators.</p>

<p>St Joseph Parish</p> <p>460 Manor Avenue Downingtown, PA 19335</p> <p>Send resume and cover letter with salary requirements by 9/15 to Julie Wiant at JulieW@stjoesdtown.org</p>	<p>Director of Youth Ministry</p>	<p>Bachelor's Degree in Religious Studies or Theology is required. Must be able to work evenings and weekends. At least two years previous experience in youth ministry preferred. Must have strong knowledge or teachings of the Roman Catholic church. Develop and implement parish-based pastoral ministry that reaches out to middle school and high school students, including all components of comprehensive Youth Ministry.</p>
<p>Visitation of the Blessed Virgin Mother</p> <p>2625 B Street Philadelphia, PA 19125</p> <p>(p) 215-634-1133 (f) 215-634-6662</p>	<p>Parish Director of Religious Educations</p>	<p>Bachelor's Degree in Religious Studies or Theology is required. Must be able to work nights and weekends. Organize and administer Parish Religious Program; oversee sacramental program for school –age candidates; organize liturgical celebrations; recruit/train catechists for Parish Religious Program; provide faith formation for catechists and parents; develop and maintain budget; and maintain Safe Environment records and updates.</p>

Staff persons who are interested in the above positions should:

1. Contact the Human Resources Office to discuss the requirements and duties of the position by September 15, 2010.
2. Submit to Human Resources Office an application for transfer (available in the Human Resources Office).
3. Interviews will be coordinated with the hiring departments by the Human Resources Office.

Applicants are encouraged to discuss career opportunities with their immediate supervisors. EOE.