



St. Jude Catholic Church

Redmond, Washington

JOB OPENINGS

We are currently looking to fill the following positions at St. Jude. If you or someone you know what to be a part of the New Evangelization at St. Jude and be part of an amazing team, please consider these position openings. To find out more, please click on the job title for a job description and a link to apply.

ADMINISTRATIVE ASSISTANT - PART-TIME

St. Jude Parish in Redmond, WA, is seeking a part-time administrative assistant, that is a faithful, practicing Catholic. This role includes providing a welcoming presence, responding to information requests, clerical duties for both the parish office and faith formation, ordering supplies and maintaining sacramental records. Successful candidates will have two years of office experience, skills in working with Word and Excel, attention to detail, strong organization skills and the ability to reflect the values of our parish and wider church in everyday interactions. This role is 27-28 hours per week and offers vacation and holiday pay. Hourly rate DOE. Job description and application can be found at www.stjude-redmond.org/101 Interested candidates should email a cover letter, resume, and application to Krista Schafer at kristas@stjude-redmond.org. Position open until filled.

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

APPLY FOR THIS POSITION

PASTORAL ASSISTANT FOR FAITH FORMATION - FULL-TIME WITH BENEFITS

St. Jude Parish in Redmond, WA, is seeking a faithful, practicing and high-energy Catholic who will foster spiritual formation and a deeper relationship with Jesus Christ and the Church among the children and young adults. This person should be creative, a self-starter with a passion for evangelization, and a clear understanding of relational ministry in forming disciples through retreats, religious education, socials, service opportunities and more.

Responsibilities include, but are not limited to, develop and implement a faith formation program; plan and coordinate large events and retreats; recruit, supervise and provide formation for volunteers; and effectively communicate with kids, teens, families, parishioners, and parish staff. A superior knowledge of social media is a must. This is a full-time position which involves evenings, weekends and occasional overnight travel. Job description and application can be found at www.stjude-redmond.org/101. Interested candidates should email a cover letter, resume and application to Krista Schafer at kristas@stjude-redmond.org. Salary in accord with Archdiocesan guidelines. Position open until filled.

JOB DESCRIPTION FOR PASTORAL ASSISTANT FOR FAITH FORMATION

APPLY FOR THIS POSITION

PART TIME BOOKKEEPER AT HOLY INNOCENTS

Holy Innocents in has an opening for a part-time experienced bookkeeper for 15 hours per week. The schedule is flexible with an occasional evening meeting. Interested candidates can see the full job description at our website at www.holyinn.org or reach out to Debby@holyinn.org for more information.

JOB DESCRIPTION FOR BOOKKEEPER

If you know of others that would be interested in these positions, please forward this along.

ANNUAL CATHOLIC APPEAL 2021

The 2021 Annual Catholic Appeal is now underway in our parish! This is an exciting time of year when all parishes are working together to accomplish what cannot be done alone! You recently received a letter from Father Johnson asking for your support of the Appeal. Please respond as soon as possible to avoid receiving a follow-up letter at the end of May. Every gift, no matter the amount, is gratefully appreciated and vital if we are to make our goal of \$250,000. The important thing is that your household participate in some way in this year's Appeal. You can make a donation now by clicking the button below.



Your gift will make all the difference!

[Donate to the ACA Today!](#)