



**Catholic Charities Serving Central Washington** has job openings for 4 PREPARES Bilingual Coordinators  
Full-time or Part-time

Locations:

Wenatchee – serving Chelan, Douglas and Okanogan Counties

Moses Lake or Quincy – serving Grant and Adams Counties

Yakima or Sunnyside – serving Lower Yakima County

Pasco – serving Franklin and Walla Walla Counties

### **Position Summary:**

PREPARES is an initiative of the Bishops of Washington state that is focused on developing support for families through the faith community. This position is responsible for the recruitment, and training of parish and community-based volunteers for PREPARES for the purpose of supporting pregnant and parenting women, families and their children up to age five. The position will coordinate with the Evangelization and Faith Formation Director with the Diocese of Yakima and Catholic Charities Parish Outreach Coordinator and other Catholic Charities programs for client referrals and resources.

### **Education**

- AA, BA or BS degree in Human Service field of study or closely related degree from an accredited college preferred.
- High School Diploma/GED required; experience leading volunteers will be considered in lieu of degree.

### **Special Skills**

- Do you have a desire to make a difference and “*walk the journey*” with pregnant and parenting mothers, fathers, and families of all faiths who need support and are vulnerable?
- Do you have the ability to work with parishes in recruiting, training, and supporting PREPARES volunteers?
- Are you willing to have a flexible schedule, which may include some evenings or weekends?
- Are you passionate about a ministry that supports life and justice, grounded in Catholic Social Teaching, and focuses on the works of mercy?
- Do you have the ability to provide group facilitation and make presentations in English and Spanish to parish and community groups?
- Do you have good written and oral communication skills in both Spanish and English?
- Are you organized and do you have proficiency with computer applications?
- Do you have the ability to maintain professional boundaries with high level of confidentiality?

If you are interested in the Bilingual PREPARES Coordinator Position, please contact Syndee Saucedo Cavazos, PREPARES Program Coordinator at 509-946-4645 or [ssauceda@catholiccharitiescw.org](mailto:ssauceda@catholiccharitiescw.org). You may apply for these positions on the Catholic Charities Serving Central Washington website at [catholiccharitiescw.org](http://catholiccharitiescw.org).