

**PART TIME SECRETARY, FAITH FORMATION**  
**JOB DESCRIPTION**

**POSITION TITLE:** Secretary- Bi-lingual English and Spanish

**SUMMARY OVERVIEW:** The Secretary of the Parish Faith Formation Program for St. Philip Benizi Parish shall provide clerical and administrative support for the coordinator of the Faith Formation and the coordinator of Confirmation Program. Responsible for student registration forms, record keeping, inventory, updating calendar and booking facilities for classes and events, updating, and posting activities on website and social media platforms.

**REQUIRED:**

- Courteous and professional manner with strong organizational and communication skills.
- Ability to accurately communicate information about the various parish programs.
- Ability to interact with the public, volunteers', parishioners, and clergy.
- Highly organized and ability to perform multiple tasks simultaneous.
- Reliable, dependable, and honest.
- Maintain strict level of confidentiality.
- Intermediate knowledge/experience with Parishsoft, canvas, Microsoft (outlook, word, excel, publisher), website capabilities and social media programs (Facebook, etc.).
- Availability to work evenings and weekends and flexible to change shifts and /or tasks as needed.
- Read, write, and speak English and Spanish.

**QUALIFICATIONS & EXPERIENCE**

- High School Diploma or G.E.D..
- Familiarity with catholic liturgy requirements.
- At least two years of experience as administrative assistant in a church or corporate setting.
- Basic catechist certification from the dioceses of Orange or will begin the process and complete within their first year of hire date.
- Safe Environment Training, Sexual Harassment Training, Fingerprinted.
- Adherence to the teachings of the Roman Catholic Church.

**RESPONSIBILITIES:**

The Secretary of the Parish Faith Formation Program has responsibilities which include but are not limited to the following:

- Secretarial duties for the coordination of the faith formation and confirmation programs.
- Supports and assist when needed in the evening or weekend, parent meetings/events.
- Prepares programs for special occasions and performs work related duties assigned by supervisor.
- Translate English documents as necessary for parent meetings or as needed.
- Answer phones and over the counter inquiries regarding the program in a polite and courteous manner.

**SUPERVISION, ETC.**

- The Coordinator of Faith Formation is the supervisor for the Secretary of the Parish Faith Formation Program.
- The Secretary of the Parish Faith Formation Program is expected to participate in Meetings, Staff Retreats, and other Staff activities when invited to do so.
- The Secretary of the Parish Faith Formation Program is expected to meet regularly with the Coordinator of Faith Formation.

**PAY RANGE:** \$15.50 to \$16.00 per hour