

JOB DESCRIPTION

ST. NORBERT CATHOLIC CHURCH

Orange, CA

TITLE: Confirmation and Youth Ministry Administrative Assistant

JOB CLASSIFICATION: Non-Exempt

HOURS/SCHEDULE: (20 hours/week) Schedule to be determined and may vary.
Must be available for nights and weekends.

REPORTS TO: Coordinator of Confirmation and Youth Ministry

PAY RANGE: \$16 to \$19 Based on qualifications and experience

SUPERVISORY RESPONSIBILITY: None

INTERNAL / EXTERNAL CONTACTS: Clergy, parish staff, parishioners, families, and volunteers

JOB SUMMARY:

The Confirmation and Youth Ministry Administrative Assistant supports the Office of Family Life & Formation, directly reporting to the Coordinator of Confirmation and Youth Ministry.

St. Norbert Catholic Church is a vibrant community of young people desiring to fall in love in Jesus Christ and his Church, as such this position would collaborate to ensure that all young people are being served, ministered and disciplined. As a representative of the Roman Catholic Church, the Confirmation and Youth Ministry Administrative Assistant will conduct him/herself according to the goals and mission of the Church in the performance of duties.

Duties and Responsibilities:

1. Support in the coordination of the Middle School, High School and Youth Ministry programs:
 - a. Offer weekly programing for middle school and high school students
 - b. Offer experiences of faith to all adolescent parishioners throughout the year (i.e., Bible studies, social justice activities, prayer experiences etc.)
 - c. Assist and plan monthly socials for middle school ministry
 - d. Attend Middle School Youth Day
2. Support in the coordination the Confirmation preparation program:
 - a. Conduct regular team meetings in preparation for classes/meetings/small groups

- b. Assist in developing a calendar of meetings and events for Confirmation parents, students and volunteers
 - c. Ensure that materials for each meeting are organized and easy to understand
 - d. Maintain and organize registration & Sacramental record for Confirmation and Jr. High First Communion programs
 - e. Involve confirmed high school aged parishioners in facilitating, serving and volunteering
 - f. Assist in developing retreats, service projects, and worship activities to allow high school aged parishioners to give expression to their faith
 - g. Attend and support at both Confirmation 1, Confirmation 2, and other youth ministry or leadership retreats as needed
 - h. Assist with preparing for the Rite of Confirmation
- 3. Creates and post weekly on Youth Ministry Instagram
 - 4. Support in finding ways for the adolescents to pray together, respecting different languages and cultures
 - 5. Perform other duties as assigned

Skills

- Ability to speak, write, and read in both English and Spanish
- Have a strong work ethic, time management and leadership, communication and collaboration skills
- Ability to establish and maintain healthy working relationships with staff, volunteers, and adolescents
- Is available to work nights and weekends as needed
- Is proficient in Microsoft programs: Outlook, Excel, Publisher, PowerPoint, and PDS (Parish Data System)
- If proficient in electronic communication programs such as Flocknote

Continual Formation & Participation

- Participates in relevant on-going spiritual and theological formation provided by the Diocese of Orange and others
- Complete Basic Catechist Certification from the Dioceses of Orange within the first-year hire
- Complete National Youth Ministry Certification within the first 3 years of hire date
- Attend Youth Leader in-services and meetings hosted by the Diocese of Orange Youth and Young Adult Office when coordinator is unable to attend or as requested