

## JOB DESCRIPTION

Date Prepared: 2/5/25

Date Issued: 2/6/25

Date Revised: N/A

**POSITION TITLE:** Confirmation & Evangelization Assistant  
**JOB CLASSIFICATION:** Non-Exempt – Part Time  
**DEPARTMENT:** Faith Formation & Evangelization  
**REPORTS TO:** Confirmation/Evangelization Coordinator  
**SUPERVISORY RESP.:** None  
**SCHEDULE:** Varies - Day, Evening, Weekends  
**PAY RANGE:** \$17.00 - \$20.00 Based on experience, education and qualifications.

### **POSITION SUMMARY:**

The Assistant will provide administrative and operational support assisting in the development, implementation and fulfillment of the Confirmation program and the evangelization efforts of the youth and young adults within the parish community. The role will involve a range of responsibilities, including assisting with day-to-day tasks and managing the logistical needs of the confirmation program and evangelization efforts, ensuring the smooth and efficient operation of the program and events.

### **ESSENTIAL FUNCTIONS:**

#### **Administration & Support:**

Because all Christ Cathedral Parish employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work:

- Provide secretarial assistance, including data entry, creating certificates, managing RSVP's scanning, drafting, organizing, and translating documents.
- Assist with the recruitment, scheduling, and support of catechists, volunteers, and ministry leaders.
- Assist in maintaining the calendar for confirmation and evangelization activities and coordinating with the parish master calendar and necessary facility requests.
- Assist in managing registrations, payments, and other administrative tasks related to the program and evangelization efforts.
- Assist in maintaining the tracking system for volunteer certification and ensure compliance with diocesan safety protocols.
- Assist in coordinating, supporting and executing all needs related to the sacramental preparation of our youth in the Confirmation program and evangelization efforts. Including but not limited to ensuring that all administrative and logistical aspects are organized and efficiently run.
- Support the creation and distribution of materials for confirmation and evangelization efforts, including preparation of class curriculum, liturgical and sacramental celebrations and retreats.
- Assist in maintaining communication with students, families, volunteers, and the parish community regarding important program updates, questions and events via text, e-mail and phone calls.
- Assist in marketing all evangelization efforts and events.
- Support in planning and executing events and retreats for students and parents.
- Help track and maintain student records, including attendance, parish record keeping, and other necessary documentation required for confirmation.
- Assist in any other duties assigned by the Confirmation & Evangelization Assistant to support the effective functioning of the Confirmation program and evangelization efforts.
- Committed to delivering exceptional customer service by addressing inquiries and resolving issues promptly and professionally.
- Required to actively participate in team training sessions, conferences and planning meetings to ensure alignment and effective collaboration within the team.

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- Strong public speaking skills are required to effectively communicate information and engage with diverse audiences during meetings and events.
- Must be adaptable, allowing your supervisor to assess skill sets and assign roles as needed to ensure individuals are placed in positions where they can succeed.

### Accounting:

- Assists with the finance department to collect registration payments, tracks receipts and follow-up on outstanding balances.
- Able to complete petty cash reimbursements efficiently and accurately.
- Assist the finance department with any questions related to accurate record-keeping.
- Assist in the data entry for the parish PDS system.
- Follow policy and procedures for money handling.

### Community Engagement:

- Assist the Confirmation & Evangelization Assistant in planning and marketing parish-wide evangelization events and initiatives.
- Assist in the recruitment of our high school post confirmation program.
- Assist efforts to engage inactive Catholics and those who are disengaged from the church by helping with outreach initiatives and follow-up communications.
- Assist in the recruitment of volunteers for the confirmation program and young adult group.
- Provide regular availability and visible presence to parishioners, students, and families, as needed for all confirmation program and evangelization efforts.

### Other:

- Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Works extensively in an office and classroom environment sitting and standing for long periods of time.
- Repetitive computer use, telephone use. Needs to have the ability to communicate effectively.
- Use hands to handle or feel and talk or hear. Reach with hands and arms. Walk, stoop, kneel, crouch, or crawl.
- Frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.