

<b>JOB DESCRIPTION</b>
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**ST. NORBERT CATHOLIC CHURCH**

Orange, CA

**TITLE:** Children's Faith Formation Administrative Assistant

**JOB CLASSIFICATION:** Non-Exempt, Part-Time

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

**REPORTS TO:** Children's Faith Formation Coordinator

**PAY RANGE:** \$16.50 to \$19  
Based on qualifications and experience

**SUPERVISORY RESPONSIBILITY:** None

**INTERNAL/EXTERNAL CONTACTS:** Clergy, parish staff, parishioners, families, catechists, volunteers, visitors, other families in the FL&F, and Diocesan employees.

**SUMMARY OVERVIEW:** The Children's Faith Formation Administrative Assistant supports the Children's Faith Formation Coordinator in providing formational and experiential opportunities for elementary school students and their families to grow and develop in the Catholic Faith.

**ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

1. Support with administrative tasks for the First Communion Faith Formation program and events for K-6<sup>th</sup> grade children and their parents.
2. Assist in preparation of and attend First Communion welcome sessions, meetings, and classes.
3. Support Children's Faith Formation Coordinator in classroom arrangement, organization of supplies, and classroom set up and tear down.
4. Support Children's Faith Formation Coordinator with preparation of retreats and sacramental celebrations.
5. Assist in the recruitment of catechists, aides, and volunteers for the Faith Formation program.
6. Promote Faith Formation opportunities and events throughout the parish by involving the children and families to serve and volunteer. Provide opportunities for parish life involvement.
7. Distribute information through social media, bulletin, and website. Creates and posts weekly on St. Norbert Family Life & Formation Instagram.

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8. Communicate regularly with Faith Formation parents and catechists via Flock note.
9. Maintain and organize registration records and sacramental records for First Communion Faith Formation program.
10. Assist in collecting registration fees, counting and depositing registration money, and reimbursement requests.
11. Attend relevant Diocesan formation, training, and events.
12. Participate in St. Norbert Staff meetings and major events like St. Norbertfest as requested.
13. Performs and provides administrative support in other work-related tasks as assigned.

## **QUALIFICATIONS & EXPERIENCE:**

### **REQUIRED:**

- Ability to fluently speak, write, and read in English and Spanish.
- Excellent written, oral communication and interpersonal skills.
- Practicing Catholic in good standing of the Church.
- Superior communication, collaboration, and time management skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Proficiency in Canva.
- Proficiency in Social Media (Instagram and/or Facebook).
- Complete Basic Catechist Certification from the Diocese of Orange within the first year of hire.
- High School Graduate
- Two years of volunteer or work experience in a Catholic setting.

### Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

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

<b>Typical Working Conditions:</b>	Typical office environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.