

JOB DESCRIPTION

St. Juliana Falconieri Church

POSITION TITLE:	Faith Formation Administrative Assistant
JOB CLASSIFICATION:	Non-Exempt, Part-Time
DEPARTMENT/PROGRAM:	Faith Formation
REPORTS TO:	Business Manager, and Pastoral Associate
SCHEDULE:	28-29 weekly hours
PAY RANGE:	\$18 - \$23 Hourly
	Based on experience, education and qualifications.

Responsibilities: Because all St. Juliana Falconieri Church 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.

Duties assisting Front Office:

- Responsible for assisting in answering phone and door, directing requests to appropriate minister or staff member
- Responsible for updating parish registrations, database, mass requests, and other parish forms as directed by the Pastoral Associate
- Responsible for receiving, reviewing and updating all parish permanent sacramental records, including but not limited to baptism, Eucharist, confirmation, wedding, and funerals.
- Responsible for sending out updated sacramental notifications to the Church of Baptism for any sacraments recorded above and digitalizing all these records.
- Responsible for creating any sacramental certificate requests for approval and signature by pastor
- Responsible for assisting the faith formation and front office team

Duties assisting Director of Pastoral Ministry:

- Responsible for handling faith formation registrations for all K-12 graders, updating ParishSoft main directory and Faith Formation module and producing and verifying all class lists generated.
- Responsible for updating Flocknote groups for registrations and whenever needed by individual groups.
- Responsible for receiving and recording all payments for any faith formation activity, including but not limited to registrations, retreats, VBS and other fees
- Responsible for parish marketing and social media in coordination with the website coordinator.
- Responsible for assisting with all Faith Formation activities, including but not limited to Family Ministry, VBS, Edge, and Youth Ministry

Other Duties:

- Performs other duties as assigned

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Job Qualifications:

- Must be a practicing Catholic with knowledge of church teaching and doctrine
- High school graduate or GED equivalent, with college credit in related areas of communication, technology, and social media
- Proficient in Microsoft Office and Google software
- Good verbal and written communication skills
- Need to be detail oriented and organized.
- Bilingual-English/Spanish - preferred – strong proficiency in English is a must for this position.

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.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

Employee Signature

Business Manager Signature

Director of Pastoral Ministry Signature

Pastors Signature