

JOB DESCRIPTION

Date Prepared:

Date Issued:

Date Revised:

Approved By:

Approved By:

POSITION TITLE: Administrative Assistant to the Office of Faith Formation

JOB CLASSIFICATION: Non-exempt part time

DEPARTMENT/PROGRAM: Office of Faith Formation (School of Religious Education, Youth Ministry/Confirmation, Young Adult Ministry, Adult Faith Formation, Adult Confirmation, R.C.I.A.)

REPORTS TO: Director of Parish Life and Faith

SUPERVISORY RESPONSIBILITY: Directs the work of volunteers in the office

PRIMARY PURPOSE:

To support the operations of the Office of Faith Formation.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

Courteous and professional manner with strong organizational and communication skills. Office management experience and computer literate in the Windows environment and data base systems. Flexibility in scheduling work hours according to the needs of ministries, which includes Sundays. The ability to prioritize and complete a variety of projects without close supervision.

DESIRED:

Two years of office work experience, preferably in the church environment.

Graphic design background to support creative communication and promotion of programs.

ESSENTIAL FUNCTIONS:

1. Maintains strict level of confidentiality.
2. Organizes and updates the records of families, students, and volunteers.
3. Calendaring: yearly calendar planning, facility scheduling, and updating outlook and website calendars for faith formation programs.
4. Track Safe Environment status for volunteers; designated site coordinator.
5. Inventories, assesses needs and orders general office and other supplies needed for different projects/programs.
6. Update/create program forms.
7. Processes and records incoming fees; tracks any outstanding fees.
8. Helps prepare budget, tracks spending and processes reimbursement requests for the department.
9. Oversees maintenance needs of office equipment
10. Faith Formation Communications: emails to families and participants, bulletin submissions, website updates, pulpit announcements and creates flyers.
11. Assist Parish Life with special projects.
12. Perform other work related tasks and duties as assigned.