



Administrative Assistant for Faith Formation & Youth Ministry

In-person, Full-time 30-40 hours a week includes benefits, Regular weekday hours plus Wednesday evenings from 5:30 to 9:00 PM, Rare Weekend

Responsible to:

- Pastor
- Director of Youth Ministry - direct report
- Middle School Faith Formation Coordinator
- Elementary Faith Formation Coordinator

Qualifications:

- Practicing Catholic, preferred
- Possesses excellent written and oral communication skill
- Computer programs utilized: (must be proficient or have the ability to learn in a timely manner) -Windows, Microsoft Office Suite, Proprietary ACS (automated church systems modules: people suite, ministry scheduler), PayPal, Formstack, Google Suite, Waiver Forever, Remind & Internet communications
- Highly Organized and pays close attention to detail

Duties and Responsibilities:

- Serves as receptionist, greets visitors, receives telephone calls, provides information, takes messages
- *Ensures the Archdiocese Safe Environment Training & background check mandate for all volunteers & catechists*
- *Ensures the compliance with Safe Environment Training for children requirements*
- Schedules various activities of Faith Formation, sacraments & Youth Ministry programs into parish calendar
- Coordinates annual Faith Formation and Youth Ministry registration process
- Receives forms, completes data entry and filing
- Coordinates annual volunteer files and paperwork
- Types forms, composes correspondence, proof reads drafts prepared by FF/YM
- Photocopies, folds, collates, and staples various projects throughout the year for FF/YM
- Receives, opens, sorts and distributes mail and distributes bulk mailings
- Submits bills, applies codes for allocation of expenses, enters and tracks FF/YM fees on financial software
- Collects registration fees, prepares deposit worksheet identifying source of funds, purpose, and financial code
- Process refund requests
- Maintains petty cash fund
- Maintains comprehensive record and filing systems, including student records
- Maintains office supply inventory and places orders as requested by team
- Assists catechists and support staff regarding schedules, procedures and resources
- Provides support for Vacation Bible School organizers
- Attends weekly Parish Staff meetings and weekly Faith Formation/Youth Ministry Staff meetings
- Produces and maintains an Office Procedures Manual which includes computer program instructions, telephone system instructions, registration process, check request procedures, etc.
- Assists Catechists and students from time to time
- Assists with Faith Formation & Youth Ministry programs (Catechesis of Good Shepherd, Elementary, Middle School, High School and Sacraments- 1st Reconciliation, 1st Communion, and Confirmation)
- Ensure proper collection of Sacrament certificates, creation of Sacrament certificates, record keeping of Sacraments and sending of Sacrament notices (1st Reconciliation, 1st Communion, Confirmation)
- Runs various errands for FF/YM Staff gathering materials for their classes and shopping for various functions from time to time
- Prepares Children Worship Bulletins for children attending all masses
- Prepares and sends Faith Formation Commission FF/YM Staff reports
- Performs other jobs as assigned by Pastor and/or FF/YM Staff