

Part Time - Parish Catechetical Assistant
Youth Faith Formation
Our Lady of Lourdes, Whitehouse Station, NJ

The Faith Formation Parish Catechetical Assistant is an administrative position that works closely with the Parish Catechetical Leader in planning, organizing, and executing all Youth Faith Formation and Sacramental Programs. As Parish Ministry Leaders we lead by example, teaching the importance of discipleship, service, worship and fellowship, encouraging students and families to become active members of their Church and to grow in their Catholic faith.

Responsibilities

- General administrative duties include proof reading, email and phone correspondence, organizing of classrooms, copier operation, and record keeping.
- Prepare and distribute volunteer materials, aid in volunteer training, prepare and organize program materials, maintain student records, classroom setup, help plan enrichment activities.
- Create detailed Excel Spreadsheets to monitor and track participation, class work, and student information.
- Create Google Classroom posts and assignments and monitor content.
- Keep families/students informed of their program progress.
- Assist in the preparation, and execution of department events, meetings, and Sacrament Masses.

Requirements

- Must be a practicing Catholic.
- Protecting God's Children Course attendance and Background Check required.
- Must be proficient in MS Office including Word and Excel and Publisher; MS Power Point a plus.
- Must be proficient in Google Workspace (Classroom, Docs, Forms, Drive, Meet).
- Working knowledge of, or willingness to learn the parish database system, ParishSoft.
- Experience in Lesson Plan creation is a plus.
- Must be physically able to lift 20 lbs., climb stairs and occasionally ladders, move tables and chairs.

Position Work Schedule & Compensation

Hours

- 20 hours/week for 44 paid work weeks/year.
- 3 days per week for 6-7 hours per day; day and evening hours are required.
- Sacrament and Parish Events will require occasional weekend hours.
- Unpaid Time Off during the summer and major holidays.

Compensation is hourly at \$20/hour if requirements and work experience are met.

Email resume and letter of interest to Nina Forestiere, PCL, faithformation@ollwhs.org.

Please type "*PC Assistant Application*" in the subject line.

The Faith Formation Office will only contact those candidates who we are interested in pursuing.

No phone inquiries please. Please email any questions.

Thank you for your interest.