

**Position:** Religious Education Assistant

**Responsible to:** Minister of Religious Education

**Description:** The Religious Education Assistant will support the Religious Education Minister in administrating a parish catechetical program for K-12 grade and Infant Baptism.

**Classification:** Full-time (37.5 hours per week). Non-exempt. Benefits eligible. The regular work week schedule for the position is Monday through Friday, with weekend and non-office hours as assigned. Salary ranges from \$20.00 to \$22.00 hourly.

**Duties and Responsibilities:**

- Inputs and maintains Religious Education and Youth Ministry registrations in parish database.
- Maintains attendance records for all programs - R.E./Junior High/High School/RCIC.
- Creates all correspondence, lists, agendas, letters, and spreadsheets.
- Respond to Religious Education and Youth Ministry inquiries via walk-in, phone, and email.
- Prepares bulk mailings per current postal regulations as needed.
- Coordinates and maintains all inventory needs for classrooms, supply rooms and library.
- Attends Religious Education hours to support the needs of catechists and parents, including providing direction and help with the arrival and dismissal process for students.
- Assist catechists and arrange for substitute catechists, as needed.
- Assists in the preparation of all materials for Sacrament Preparation program and prepares certificates for Eucharist and Confirmation.
- Attends and assists at all parent and student Sacrament Preparation meetings.
- Records all the Sacrament Preparation student's assignments/homework.
- Enters all sacrament records in parish record books and parish database.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective function and operation of the Religious Education Youth Ministry programs.
- Adhere to parish safety policies to create and ensure a safe work environment.

**Physical Demands and Work Environment:**

- Physical demands of this job include being regularly required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls, reach with hands and arms, balance, stoop, kneel, climb, crouch or crawl, talk and hear. The employee must occasionally lift supplies weighing up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Qualifications:**

- Practicing Catholic who fully adheres to and models the Church's teachings in faith and morals.
- Excellent people skills with a heart for youth and their parents, colleagues, volunteers, and parishioners.
- Understanding the need for strict confidentiality and the ability to discern what is confidential.
- Demonstrates interpersonal and communication skills.
- Possesses ability to prioritize and organize work effectively and independently.
- Highly proficient in computer skills, including Microsoft office products, Word, Excel, and PowerPoint, with the ability to learn new software programs as needed.
- Knowledge of and familiarity with the use of office machines such as copier, postage meter, fax, etc.
- Ability to work flexible hours, including evenings and weekends.
- Capacity to perform tasks with minimal supervision.
- Demonstrated ability to recognize and honor diversity within the parish community.
- Must receive Safe Environment clearance by completion of Virtus online training, sexual harassment training, and receive an employee Livescan approval.
- Valid California driver's license.
- High school diploma or equivalent.