

Available Part Time Job Position

Assistant to DRE and Youth Ministry

Job description:

Serve as a staff resource in support of the DRE and Youth Ministry Director, managing administrative functions associated with the Religious Program. This individual must be open to working hours that involve evenings, weekends, and special events as necessary. This position requires creativity and self-motivation. Coordination and collaboration with staff members and parishioners is crucial. This person reports directly to the DRE.

Responsibilities include:

- Input data on Parish Soft or create new Excel spreadsheet, eg., registration, receipt of Baptismal & Communion certificates, registration, sponsor names.
- Enter data on mechanized records for class and Mass attendance for individual students.
- Update a summary record by students for all years of class attendance.
- Typing Word & Publisher Documents for parents and students handouts.
- Prepare folders for new students and file them.
- Prepare information packets for parents attending instruction classes for First Reconciliation, Eucharist and Confirmation.
- Use die cutter to prepare craft for class, or cut patterns, put supplies and instructions in teacher's box.
- Copy and distribute teacher letter from DRE.
- Provide administrative support to the Youth Director.
- Assist as a Catechist for the Youth Minister who is responsible for Middle School faith formation, Confirmation preparation and Youth Ministry and High School Youth Ministry
- Prepare and stuff envelopes for parent letters, mail or place in teacher's boxes for distribution.
- Help prepare lesson schedules and plans for use by the catechists.

Skills / Qualifications

- Familiar with internet use, and emailing
- Ability to use Xerox and RISO copiers

- Strong working knowledge of Microsoft: Word, Excel, Publisher, and PowerPoint and ability to learn parish administrative programs used in the position, e.g., Parish Soft and Minister Scheduler Pro
- Able to work independently and attentive to detail
- Ability to create word documents and Excel spread sheets and to maintain existing spread sheet records
- Fully initiated, participating member of the Roman Catholic Church.
- Possess a firm knowledge of "best practices" in Religious Education and catechesis. Successful completion of Safe Environment requirements mandated by the Diocese of Charleston to allow for engagement with youth
- Ability to work with the varied gifts and talents of other staff members, catechists, parents, and students and maintain a teamwork mentality
- This candidate **must** be fluent in both English and Spanish

To apply for this position, please send updated resume and two letters of recommendation to:

gbarreto@stfrancishhi.org