



St Joseph Parish

Job Description: Catechetical Assistant (Part-time)

The Catechetical Assistant must relate to a wide variety of people, collaborate with Parish volunteers, and other Parish ministers. The candidate will assist and answer directly to the Pastoral Associate. The candidate will assist in the leadership, design, and implementation of programs for families and children, guided by the overall Parish mission.

Responsibilities

- Act as onsite support for Parish School of Religion (PSR) for grades K through 8th grade
- Assist with PSR Home Study Programs
- For all PSR, gather registration information, track attendance, send emails to parents, assist in preparing PSR reports, maintain PSR permanent portfolios.
- Assist with Sacramental Preparation including registration and communications
- Assist with Family Catechesis events
- Assist with Vacation Bible School preparation
- Work with appropriate staff to order items needed
- Manage Faith Formation calendar. Share with staff.
- Interact with St. Joseph staff on activities like registration, meeting scheduling, and communications.

Requirements

- A practicing Catholic.
- Preferred experience in parish life, particularly in catechesis.
- Ability to work independently as well as in a team environment.
- Must comply with requirements of the Diocese of Cleveland's policy regarding the protection of minors.
- Proven work experience as a secretary or administrative assistant.
- Familiarity with office organization and optimization techniques.
- High degree of multi-tasking and time management capability.
- Excellent written and verbal communication skills.
- Proficiency with MSOffice.
- Good judgment, adaptability, and discretion with staff, parishioners.
- Good customer service skills to communicate with parishioners, vendors.
- Must be able to work some weekends and evenings.

This is an hourly, non-exempt position paid in the range of \$13 – 16/hour.