**St. Rita Parish**

**Job Description: Administrative Assistant - Religious Formation**

**Job Title:** **RELIGIOUS EDUCATION ADMINISTRATIVE ASSISTANT**

**Reports To:** Director of Religious Education

**FLSA Status:** Full Time

**Approved By:** Rev. Richard O’Leary, OSA

**Approved Date:** May 1, 2019

**Summary:** The Administrative Assistant of Religious Education is an employee of St. Rita Parish who provides administrative support for the Religious Education Program and may provide administrative support to the parish. Responsibilities include general office duties as well as assisting with evening and weekend Religious Education classes and events. The schedule is somewhat flexible due to the nature of the program, but will include approximately 30+ hours per week.

**Qualifications:**

* Experience working with children/youth in group setting
* Knowledge of and commitment to the teachings of the Catholic Church
* Strong oral and written communication skills
* Familiarity with Microsoft Office products (Word, Excel, Power Point), Google Docs and Survey Monkey
* Familiarity with PDS is beneficial

**Essential Duties and Responsibilities** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed below are representative of the responsibilities of the Administrative Assistant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

* Prepare and maintain catechist information records and schedules
* Maintain Google Calendar and distribute as appropriate
* Maintain inventory of office supplies
* Maintain family records, process registrations, post payments, process billing and prepare reports in PDS
* Assist with hospitality/set up for weekly classes and special events
* Manage email communications with families, students, staff as needed
* Manage required student documents, such as permission slips
* Manage payment authorization forms and documentation for bill paying
* Organize class schedules, roster, emergency contact lists, attendance sheets, etc. for RE classes
* Recordkeeping for Sacraments as received, including maintenance of spreadsheets
* Demonstrate a presence and involvement in the life of St. Rita.
* Demonstrate a faith-filled presence in liturgical celebrations and other faith enriching programs or events.
* Assist with planning/facilitating mission and other such parish-wide faith enriching programs or events.

**Other Duties and Responsibilities (required for all staff positions):**

* Collaborate with staff and parish leaders to carry out the larger vision of the parish and its relationship to the larger church and civic community.
* Build effective working relationships with staff members, parishioners, various parish leaders, and outside organizations. Effectively use collaboration, rapport building and influencing skills to meet the objectives of the team.
* Understand the social teachings and responsibilities of the Catholic Church and apply this understanding.
* Demonstrate Catholic, Christian values by showing concern for members of the parish and the greater church and civic community.
* Maintain confidentiality in all areas of responsibility, as appropriate to the situation.
* Promote good public relations.

**Other Qualifications:**

* Able to travel locally, to the Milwaukee area and/or statewide, as needed.
* Valid driver’s license and adequate vehicle insurance.
* Ability and willingness to work evenings and weekends.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

EMPLOYEE

SUPERVISOR

PASTOR

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| Employee Acknowledgment |
| The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. |