

Part-Time Religious Education Assistant

PRIMARY PURPOSE: The primary purpose of this position is to support the Director of Faith Formation at Queen of Peace and help meet the needs of the Religious Education students and their families. The Religious Education Assistant will be under supervision of the Faith Formation Director and the pastor and work 25 hours a week.

DUTIES AND RESPONSIBILITIES:

- Greets and welcome all persons who come to the Religious Education office in a professional, respectful, warm, and caring demeanor, and creating a welcoming atmosphere.
- Attends to the parents who come to the RE office, as well as those who call, by answering their questions, providing accurate information for their needs joyfully and with a spirit of service.
- Provides support to catechists by helping with teaching materials and supplies, finding substitute teachers, etc.
- Performs general office duties and assists with mailings, flyers, reminders and programs;
- Responsible for data entry using Excel and generating reports such as class rosters, attendance, worksheets, student rosters, teacher rosters, parent contact information, class schedule, tuition reports, etc.
- Records data in Sacramental Books
- Assists with Faith Formation events (planning, organizing, finding volunteers setting up, and cleaning up).
- Works closely with Faith Formation Director and volunteers to divide and delegate tasks.
- Provides support to the director on day-to-day operation.
- Maintains close cooperation and communication with the Director of Faith Formation and is able to substitute for Faith Formation Director when necessary.
- Other duties as assigned.

JOB QUALIFICATIONS

1. Practicing Roman Catholic in good standing with the Church
2. Exceptional customer service skills
3. Ability to read, write and fluently speak and understand English and Spanish
4. Ability to relate to a variety of persons and able and willing to work in diverse, multicultural environment
5. Strong organizational, time management, and project management skills
6. Team player with ability to work well and collaborate with other staff members and ability to adhere to the mission and vision of the parish and its pastor.
7. Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
8. Basic knowledge of and skill in using personal computers and Microsoft Office (Word, Excel, Powerpoint)
9. Ability to work in fast-paced environment
10. Flexibility to work evenings and weekends

If interested, email Cover Letter and Resume to dana.molina@queenofpeace.net.