



HOLY FAMILY OF NAZARETH CATHOLIC CHURCH

HOLY FAMILY OF NAZARETH PARISH	JOB DESCRIPTION
Position/Title: Administrative Assistant for Faith Formation	Department: Faith Formation
Reports To: Coordinator of Faith Formation	Date: August 1, 2021
FLSA Status: Non-exempt	Position Type: Part Time (less than 29 hrs. per week)

General Summary of the Position

The Administrative Assistant for Faith Formation provides administrative support and catechetical/formation-support for the parish's Faith Formation and Sacramental processes under the Coordinator of Faith Formation. This includes Children's Faith Formation, TYM (Youth Ministry), and RCIA. Other general administrative support work will be necessary at times for the parish office when circumstances require it. Flexibility is important as work is required some nights and weekends. As part of the parish staff and the face of the parish to others, this position requires a welcoming person who is responsive to parishioners. It also requires a spirit of welcome, collaboration, generosity, and support within the parish staff.

Essential Duties and Responsibilities of the Position

- Operate and manage the Parish Data System (PDS or other):
 - Registration for classes and Sacraments
 - Attendance recording
 - Collection, recording, updating, reporting and billing of fees in collaboration with the Director of Administration and Finance
 - Sacramental recording for First Reconciliation and Eucharist, Confirmation, and RCIA Sacraments
 - Communication to parents, catechists, and others through PDS
 - Frequent updating of information related to Faith Formation, TYM, and RCIA
- Maintain the Department Calendar.
- Attend and collaborate at all meetings as required by the Pastor and/or supervisor.
- Set up and assist in Children's Faith Formation, TYM, and VBS in the summer.
- Collaborate with the Administrative Assistant and Associate of Family Ministry for the purpose of Sacramental recording and information in Faith Formation, TYM, and RCIA.
- Must be able to work 4 hours Sunday evenings and 21 hours during the week (Tuesday – Thursday).

- Coordinate schedule with other parish employees to maintain staff presence in the parish office.
- Complete all assigned tasks in a professional, timely manner.
- Fulfill other duties as assigned.

Position Requirements

Knowledge, Skills and Abilities:

- Use and update the Parish Data System (PDS); training will be offered. Prior experience is a plus.
- Microsoft Office 365 applications (Outlook, Word, Excel, PowerPoint, Publisher).
- Exhibit excellent written and verbal communication skills.
- Bilingual, Spanish/English, is a plus.
- Be a welcoming voice and face of the parish when greeting and helping people in the office, on the phone, and in any parish setting

Education and Experience:

- High school diploma with some post-high school training
- Experience in administrative and pastoral work in a church setting, or comparable experience

Practicing Catholic preferred.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Holy Family of Nazareth Catholic Parish.

Holy Family of Nazareth Catholic Parish reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.