St. Robert Bellarmine

Administrative Assistant for Religious Education

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| **Accountability:** | Reports to Religious Education Director |
| **Supervisory Responsibility:** | None |
| **FLSA Status:** | Non-Exempt (eligible for overtime) |
| **Hours:** | Full-time (30 hours per week) |
| **General Summary:** | This position assists with the ministry of the parish by supporting the various administrative functions of the Religious Education Office. Candidate must have excellent organizational skills, be proficient in Microsoft Office, and be able to maintain confidentiality. Applicant must be willing to assist with The Catechesis of the Good Shepherd, VBS, sacramental preparations and record keeping. Candidate also must be a practicing Catholic, in good standing and active in a parish. Prior experience is also preferred.  Thirty hours per week. |

**Principal Duties and Responsibilities**

A. For all Secretarial Positions

1. Receives and places telephone calls, schedules appointments, types memos and other types of written communication, and processes mail. Prepares bulk mailings as needed. Anticipate and prepare copies and handouts for Religious Education.
2. Keeps office and The Catechesis of the Good Shepherd atria neat and orderly
3. Establishes office record-keeping and filing systems.
4. Develops and maintains a sacramental record keeping system. Records all who receive first Eucharist, first reconciliation, and confirmation.
5. Handles Religious Education Registration, including sending out notices of payments that are due.
6. Obtains all consumable materials and restocks all three atria.
7. Oversees the inventory of office supplies. Orders materials, supplies or equipment as needed.
8. Coordinates volunteer programs as needed. May supervise volunteers as needed for Religious Education projects. Recruits, orients, trains, and supports volunteers.
9. Maintain and organize Protecting God’s Children/kNOw program for Religious Education and school.
10. Attends catechist meetings and takes minutes.
11. Assists with:
    1. Sacramental preparations including obtaining baptismal certificates, assist with Masses of Enrollment, Sacramental Retreat, Confirmation Mass, and First Eucharist Mass.
    2. Vacation Bible School including registration, set-up, and cleanup
    3. Formation sessions for The Catechesis of the Good Shepherd
12. Make arrangements for an appreciation dinner for the catechists and aides at the end of the year.
13. Over and assist with preparations for:
    1. Confirmation Reception
    2. May Crowning Reception

**Knowledge, Skills, and Abilities**

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| Education: | High school graduate or equivalent. Certification in The Catechesis of the Good Shepherd training is preferred, but not required. |
| Experience: | Minimum of three years of experience as a general secretary required. Fluent typing using Microsoft Word. |
| Require: | Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality. Must work well with others – staff, volunteer catechists, parents, and children |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Thursday, with minimal travel. Some light lifting may be required. |