

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Office of Family, Faith Formation & Young People  
**POSITION:** Assistant Coordinator for Family, Faith Formation & Young People  
**CATEGORY:** Non-exempt, Full Time, 40 Hours per Week

**SUPERVISOR:** Assistant Director for Family, Faith Formation & Young People

### JOB SUMMARY:

Helps coordinators with event planning and coordination, manages registration and billing for events and programs. Manages weekly news and social media to promote the department and its events and programs. Supports the administration and organization the office. Ideal candidate is high energy, organized, able to juggle many things at once, a team player, loves the Catholic church, loves to learn new things and meet new people every day and is bilingual.

### ESSENTIAL FUNCTIONS:

- **Event & Program Planning & Coordination**
  - Manage online registration forms for all OFFFY events and programs.
  - Manage on-site registration and check-in for OFFFY events, as approved by assistant director
  - Create and provide materials for all OFFFY events and programs as needed, including but not limited to nametags, sign-in sheets, booklets, worship aids, and evaluations.
  - Manage billing for all OFFFY events by providing invoices and receipts, and handling all payments by cash, check and online.
- **Social Media Management**
  - Create social media content for OFFFY accounts as needed
  - Use social media accounts to promote OFFFY programs and events
  - Ensure that events and programs are posted and consistent on Social Media, Website and Weekly News
- **Administrative Support**
  - Answer incoming calls to OFFFY
  - Process certification applications and certificates
  - Manage and maintain database of ministry leaders and formation students for all programs
- **Additional tasks as assigned by the director.**

### MINIMUM QUALIFICATIONS:

**Education:** High School Diploma (BA preferred)

**Experience:** Experience in event planning, social media and administrative support, bilingual, English and Spanish

**Skills/ Knowledge:** Excellent computer skills, especially with Microsoft Office Suite; familiarity with social media platforms and best practices in utilizing those platforms; marketing and event planning skills; excellent phone skills and organizational skills, ability to communicate effectively in oral and written form in both English and Spanish using correct spelling, grammar and punctuation; demonstrated ability to set priorities, organize work and handle multiple assignments consecutively; able to work in a team-oriented environment, job involves some evening and weekend work.

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Employee Signature

Date

Supervisor Signature

Date