

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:** St. James Parish

**POSITION STATUS:** Part Time

**POSITION:** Religious Education Assistant **SCHEDULE:** 15-19 Hours a Week

**Pay Rate** \$17 - \$19

**CATEGORY:** Non-Exempt

**SUPERVISOR:** Parish Business Manager

### **JOB SUMMARY:**

The Religious Education Assistant (REA) is responsible for assisting the Director of Religious Education (DRE) to ensure the successful planning, coordination, and effective implementation of the Religious Education (RE) Program. Fulfills the job responsibilities as a team member in collaboration with the parish office staff, volunteers, and parents. Provides secretarial and related office services to the DRE. Under proper supervision, the REA performs a wide variety of moderately difficult and complex clerical tasks.

### **ESSENTIAL FUNCTIONS:**

Perform a wide variety of duties which require the exercise of sound judgment and discretion. This position has little direct supervision and the REA shall be prepared to act independently.

1. Answer phone calls and provide information concerning the nature of calls and services needed.
2. Schedule meetings with the Director of Religious Education (DRE), as needed.
3. Receive registration forms and input into Flocknote and/or ParishSoft database.
4. Follow through on open ended issues and communicate status regularly.
5. Audit registration forms for completeness and payment received.
6. Type letters, forms and other documents from rough drafts and complete sacramental certificates.
7. Prepare input into church registers upon completion of Sacraments.
8. Check incoming supplies and books against invoices or requisitions for completeness of orders.
9. Assist with coordination of substitute Catechists when absent, and occasionally substitute.
10. Help with religious education needs (i.e., unlock/lock classrooms, set up, clean up rooms).
11. Assist with parent meetings, events & rehearsals (sign in, questions, paperwork)
12. Facilitate retreat(s) and assist with coordination, volunteers, lesson plans, and other planning.
13. Other duties may be required, as needed; Flexibility is key, especially on weekends & evenings.

### **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma, college graduate or equivalent; Basic Catechist Certification a plus.

**Experience:** 1+ years of experience in administration - typing, clerical work, and telephone. Proficiency in Microsoft Word, Office, Excel, and Publisher.

**Skills/Knowledge:** Modern office methods and practices, including receptionist and secretarial experience, are necessary. Telephone techniques, filing systems, spelling, grammar, and punctuation. Typing 55 wpm; Bilingual, English/Spanish required to facilitate communicate with our Spanish speaking parents and students.

Ability to: Perform responsible clerical work with accuracy and speed, multi task, learn and interpret specific Diocesan requirements to fulfill Sacramental guidelines, apply them with good judgment in a variety of situations, make arithmetical calculations quickly and accurately; analyze situations and adopt an effective course of action; work cooperatively with others; meet the public professionally and courteously to answer questions in person or by telephone; compile and maintain accurate and complete records and reports; operate common office equipment.

Able to take direction with minimal supervision and communicate effective results. Must be a practicing Catholic with knowledge and understanding of the Catholic church, in general.